

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, May 14, 2019.

The Board President, Mr. Cattani, called the meeting to order at 6:02 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

Roll Call

<i>Bruce Bolderman</i>	<i>Mark Furey (Belmar)</i>	<i>Anne McGarry (SLH)</i>
<i>Donna Bossone</i>	<i>Terence Hoverter</i>	<i>Alexis Pollock –arrived 6:11 p.m.</i>
<i>Martin Burns - absent</i>	<i>Dennis Ingoglia (Brielle)</i>	<i>Alfred Sorino - absent</i>
<i>Eugene Cattani</i>	<i>Joseph Loffredo - absent</i>	<i>Colin Warren</i>

**Brielle Board of Education Board Representative Alternates Tedd Vitale and Stephen LaValva were not in attendance.*

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Michael Gross, Board Attorney; Lesley Kenney, Director of School Counseling Services; Barbara Kerensky, Director of Curriculum and Instruction; Jesse Place, Director of Technology and Human Resources; Sandi Freeman, Recording Secretary. Absent: Finn Cuozzo, Kennedy Miller, Mary Mills and Casey Campbell, Student Board Representative.

Quorum Reached

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

Mission Statement

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.

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 placed on the agenda at the next Combined Committee of the Whole and Regular Board meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After discussion during the Committee of the Whole portion of the meeting, the matter is focused on during the Regular Public Board Meeting agenda and presented to the Board of Education for a vote.

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 (7); Nays (0); Abstain (1) Mr. Hoverter; Absent (4) Mr. Burns; Mr. Loffredo;
Mrs. Pollock; 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 Closed Executive Session of April 30, 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.

Minutes

7. Student Board Representative Report - No Report

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

Student Board
Representative
Report

8. Presentations

- **Canine Detection Presentation – Presented by Interquest Detection Canines**
 - Shannon O’Hara and Casey O’Hara with K9, Rocket
 - Brett Weaver with K9, Styx

Presentations

Interquest
Detection
Canines
Presentation

Dr. Kasyan turned to floor over to Mr. Tim Clayton to provide an overview of the services provided by Interquest Detection Canines and introduce Shannon O’Hara, Casey O’Hara, Brett Weaver and their dogs, Rocket and Styx. The company’s representatives provided a demonstration of the dogs’ skills in detecting illegal substance and contraband on school property. It was explained that this service provides a deterrent for the students and searches are only conducted in unoccupied areas of the building with no direct contact with the students. Mr. Clayton said that they are projecting the service being used once a month during the school year. Dr. Kasyan thanked Mr. Clayton and the representatives from Interquest.

Mr. Cattani continued with the presentations and turned the floor over to Dr. Kasyan.

Dr. Kasyan thanked the board for the opportunity to recognize the students this evening and provided the criteria that is met by the students of the month. He introduced and congratulated the students of the month and presented them with Certificates of Appreciation and Walter Bucks.

Prior to introducing the teachers of the month Dr. Kasyan read a poem that exemplifies the qualities of a teacher. Dr. Kasyan introduced and congratulated the high school and elementary school teachers of the month and presented them with Certificates of Appreciation and Walter Bucks.

- **High School Students of the Month for April – Emma Morris, Senior – Noelle Johnstone, Junior – Paige Harms, Sophomore – Maeve Spang, Freshman**
- **High School Teacher of the Month for April – Harry Harvey**

Students and
Teachers of the
Month

Mr. Harvey thanked Emma Morris for selecting him as teacher of the month.

- **Elementary School Student of the Month for April – Aaron Van Trease**
- **Elementary School Teacher of the Month for April – Sandra Jo Hill**
- **Elks Elementary School Student of the Month for April – Adilene Cruz-Mendoza**
- **Elks Teenager of the Month for April – Thomas Freda**

Presentations
(continued)

MHS Girls
Basketball
Team

MHS Boys
Basketball
Team

Comprehensive
Equity Plan
Presentation

Strategic
Planning
Presentation

Dr. Kasyan focused on the achievements of the Manasquan High School Girls' Basketball Team and congratulated the team, head coach, Lisa Kukoda and the assistant coaches, Ryan McGrath, Sierra Sabin and Joe Roman for their impressive accomplishments over the last four year. He said these accomplishments prove that they are all working together for the same goals. Dr. Kasyan asked Ms. Kukoda to join him in presenting medals, Certificates of Appreciation and Walter Bucks to the members of the team and coaches.

- **MHS Girls Basketball – Central Jersey Group II State Champions**

Dr. Kasyan congratulated the Manasquan High School Boys' Basketball Team along with head coach, Andrew Bilodeau and assistant coaches, Ryan Ritchey and Colin Eldridge. Dr. Kasyan reported on the achievements of the team over the past four years and complimented them on working together in a positive manner as a team. He asked Mr. Bilodeau and Mr. Ritchey to join him to present medals, Certificates of Appreciation and Walter Bucks to the team and coaches.

- **MHS Boys Basketball – Shore Conference A Central Division Champions
Central Jersey Group II State Champions**

Dr. Kasyan asked for a short break to partake in celebratory cupcakes at 6:45 p.m. Mr. Cattani reconvened the meeting at 6:52 p.m.

Dr. Kasyan continued with the Comprehensive Equity Plan presented by Justin Roach, Anthony Cinelli and Leigh Busco.

- **Comprehensive Equity Plan Presentation – Presented by Justin Roach, Anthony Cinelli and Leigh Busco**

Mr. Roach reported that every three years the district is required to submit a Comprehensive Equity Plan for Affirmative Action. He reviewed the components of the Comprehensive Equity Plan and reported that all components have been addresses and are in compliance culminating with this evening's board approval of the plan. He reported that although in compliance the district will be voluntarily setting goals for improvement over the next three years. He reviewed the goal relating to updating curriculum to reflect the Laws of the 218th Legislative Session. Another goal will be to expend the Safe Schools Training to include students in Grades 8 through 12. A short video was presented on this program. Mr. Cinelli provided information on the program and options available to implement the program in Grade 8. Ms. Busco provided information on the options available to implement the program in grades 9 through 12. Mr. Roach pointed out the importance of this training that will provide students on the proper way to be a good citizen in the real world. The final goal will be to conduct a demographic audit of honors and AP courses for the purposes of determining if female and minority enrollment mirrors the diversity of our overall population and the possible need to recruit more female and minority students into the AP and Honors Courses. A copy of the report will be included in the formal minutes.

- **Strategic Planning Presentation – Presented by Dr. Frank Kasyan**

Dr. Kasyan reported on the Strategic Planning that was accomplished during 2014 through 2019. He reviewed the six goals that were focused on in the plan in addition to a report on the accomplishments of each goal. Dr. Kasyan continued with his report on the Strategic Planning for 2019 through 2024 that includes five goals. He reviewed each of the goals and acknowledged the individuals who worked on each of the goals. Dr. Kasyan provided details on the process involved to address each goal and the action plan that is put into place along with the year, responsible party, due date and reporting date. He said this was the product of input received from many individuals through the surveys and their input was considered along with piggybacking on the accomplishments made on the past strategic planning process. There were no questions from the board or the public. Mrs. Coates commented that she is looking forward to working with Mr. Hudson and the building administration to make sure the strategic plan gets accomplished. Dr. Kasyan complimented Mrs. Kenney and Mrs. Kerensky on their effort made in reaching out to the student who will be transitioning into the high school and Mrs. Graziano and Mr.

Roach on the STEAM and STEM programs in the 7th and 8th grades. He believes that moving forward the district has a very concrete plan to meet the eventual goal of being one of the best schools in the state of New Jersey. A copy of both the 2014-2019 and 2019-2024 Strategic Planning reports will be included in the formal minutes.

Dr. Kasyan concluded the presentation portion of the meeting.

Mr. Cattani turned the floor over to Dr. Kasyan to continue with the Discussion Items for the May 14, 2019 agenda.

9. Discussion Items May 14, 2019 Agenda

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

Dr. Kasyan spoke on the board goals and district goals for 2018-19. He reviewed each of the goals and provided details on how they were accomplished. Mrs. Kenney provided information on the review that was conducted on students' IEPs in both schools to assure that the least restrictive environment and programs were being provided to these students. An informal survey was conducted with the staff asking for suggestions of programs and services to be continued or added in the schools to assist in the educational process for these students. She reported that a review was conducted on the current life skills program at the high school with the addition of a job coach put in the budget for the 2019-20 school year. The Alternative School was evaluated and has provided a tremendous opportunity for those students in attendance in this program. A study has also been conducted on the integrated pre-school program and it also provided positive results. There were no questions from the board.

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

• **Policy - Agenda Items***

Policies for 2nd Reading

- P 1642 – Earned Sick Leave
- R 1642 – Earned Sick Leave

Dr. Kasyan reported that there were policies on the agenda for 2nd readings. He reminded the board of the policy for the utilization of the field that would be focused on this evening.

• **Finance**

- Outcome of Request for Proposals and Bids

Mrs. Coates reported that there was a combination of four bids and Requests for Proposals put out and received during the month of May. Items 25, 26 and 27 on page 6 of the agenda cover three of the four. No one participated in the bid for trash and recycling collection and she will be looking into this further with a follow up report in June. A recommendation is being made to appoint Simplified Culinary Services for the Food Service Management Company. She thanked Mr. Cattani, Mr. Sorino and Mr. Bolderman for working on the committee to review the food service management RFP. The recommendation for the Insurance Brokerage Service RFP is being made to appoint Alliant/Boynton Insurance Services, who are the district's current broker. The recommendation for the Printing Bid is being made to appoint Centurion Printing, who is the district's current provider.

• **Buildings & Grounds/Facilities**

- HVAC Project Boiler Options

Mr. Cattani referred to the boiler options under Virtual Handouts. The RFP that is being prepared will ask for two options for boilers: a high efficiency condensing boiler and a traditional cast iron boiler. He provided the efficiency rating of each of the boilers with the total price for the traditional boiler being \$1.5 million and the total cost for the high efficiency boiler being \$2.1 million. There will be a need for three traditional boilers and four high efficiency boilers. He provided a yearly energy savings with the high efficiency boiler of \$46,000 and over the life of a 15 year boiler there would be a total savings of \$100,000 however the life expectancy of the high efficiency boiler is 15 to 20 years and the traditional boiler is 30 to 40 years. The engineer was asked to research this further and report on what would make the most financial sense.

Ad Hoc
Facilities
Committee
Report

Mr. Cattani asked Mr. Warren, chair of the ad hoc facilities committee, to provide a report on the fields.

- Use of School Facilities/Fields Policy 7510
- Report of Committee Meeting
- Lower Field Parking

Use of Facilities
Policy – Private
Use

Parking
Concerns

Mr. Warren referred to the previous changes made to the policy relating to private use of the field at the discretion of Dr. Kasyan and the administration. The committee discussed the parking situation, concerns from the community and outside use of the field and decided that the district would not approve use by private organizations at this time. The fields will be primarily used by the Manasquan school teams and with cooperation with the town through the Recreation program. Mr. Cattani said we would also extend the use to the sending district's recreation programs.

Use of Field by
General Public

Mr. Hoverter asked if the field would be available to the general public. Mr. Cattani said the committee discussed making the field available at certain times but further discussion will take place on the specific times for general public use.

Student
Parking

Mr. Warren said the committee is working with the school administration and coaches to develop a procedure for the students to park in the school's parking lot and encourage them not park on the street. Discussion is also taking place to provide more parking on the district's property off Sea Girt Avenue. He spoke of the challenges of cost and the possibility of sharing the cost with the town in looking into a way to utilize this area for parking. He said the ultimate goal is to work with the community and make sure that parking does not become an issue while focusing on the safety of the students walking to and from the field. In addition, the district will work with the town and police department to assure that parking on the residential streets is done in a proper manner and buses dropping off athletes have a specific procedure and park on school property and not the public street.

Mr. Cattani reported that earlier this evening the committee met with the Mayor and Chief of Police to brainstorm ideas on this matter. A long term plan will be in the works to add additional parking.

Supt.'s Report

Mr. Cattani turned the floor over to Dr. Kasyan for the Superintendent's Report.

10. Superintendent's Report & Information Items

Dr. Kasyan reported on the district's enrollment, as specified in Document A.

- **Enrollment– Document A**
 - **Total Enrollment– 1,517**
 - **High School – 970**
 - **Elementary School – 547**

Enrollment
Document A

Dr. Kasyan reported on the Fire Drill Reports in the high school, alternative school and elementary school that meet with the state requirements, as specified in Document B. He also reported on the bus evacuation drills that meet with the specifications of QSAC.

- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**
 - Fire Drill Reports**
 - **High School:**
 - **April 9th – Fire Drill**
 - **April 17th – Lockdown Drill**
 - **Alternative School:**
 - **April 9th – Fire Drill**
 - **April 18th – Lockdown Drill**
 - **Elementary School:**
 - **April 8th – Fire Drill**

Attendance,
Fire Drill,
Suspensions &
Tardy Reports
Document B

- April 17th – Table Top Security Meeting
- Bus Evacuations, April 18, 2019 – Routes: All Students

Attendance,
Fire Drill,
Suspensions &
Tardy Reports
Document B

HIB Monthly
Report
Document C

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

- **HIB Monthly Report – Document C**
 - **High School:**
 - Two Incidents – 2 Confirmed HIB
 - **Elementary School: No Reports for the Month**

Dr. Kasyan turned the floor over to Mrs. Kerensky, Director of Curriculum and Instruction.

- **Report of the Director of Curriculum and Instruction**

Report of the
Director of
Curriculum &
Instruction
Mrs. Kerensky

Mrs. Kerensky said that focus at this time is getting ready for the next school year. The teachers are preparing the end of the year assessments and the administration is working on professional development for next year. The special development academy has been reinstated and several meetings were held along with conducting a survey. She along with Mrs. Graziano and Mr. Coppola developed a first draft for the professional development plan. The survey provided information on the types of professional development the staff would like and how and by whom it is presented with focus on building character within the students, having the opportunities to work collaboratively with the departments and grade levels, how to reach today's students to get them engaged in learning, differentiation of instruction and student choice. The teachers also asked for refresher courses and more information on technology. Teachers requested that professional development be provided in small groups instead of a whole school presentation. They also prefer that it be specific to their subject area. Professional development will alternate between state mandated programs, programs asked for by the teachers along with bringing back the Teachers Teaching Teachers program. She also hopes to have the technology department provide three workshops for the teachers addressing the requested areas of instruction. The plan will be reviewed by the committee and then presented to Dr. Kasyan for approval. Plans for the summer curriculum writing program are underway and a training session will take place on June 25th. Mr. Warren asked if there were online professional development programs made available for the teachers. Mrs. Kerensky said the teachers utilize online programs and do this on their own time.

Dr. Kasyan thanked Mrs. Kerensky for her report and turned the floor over to Mr. Place, Director of Technology and Human Resources.

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

Mr. Place updated the board on the digital signage in the district. He provided pictures of the signage throughout the buildings with a total of eleven in the district at this time. He referred to the Earned Sick Leave Policy discussed last month and on tonight's agenda for board approval.

Report of the
Director of
Technology &
Human
Resources
Mr. Place

Dr. Kasyan thanked Mr. Place for his report and turned the floor over to Mrs. Kenney, Director of School Counseling Services.

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

Mrs. Kenney reported that a survey was sent out to the seniors asking for information relating to their college plans or after high school plans in addition to their favorite experiences while at Manasquan to display on the digital signage. AP testing is in the second week and PARCC testing is finishing up at the elementary school this week. Next week the NJ Science test will finish up at the high school. Scheduling is ongoing on both sides of the street for next year in order to put together the master schedule and have the students' requested courses made available prior to leaving for the summer. Focus is also being directed on graduation and getting the scholarships in order and a post-secondary plan for the students set to go.

Report of the
Director of
School
Counseling
Services
Mrs. Kenney

Report of the
Director of
School
Counseling
Services
Mrs. Kenney
(continued)

Dr. Kasyan thanked Mrs. Kenney for her report. He said he was curious to see the SAT and PSAT results and asked if this data could be shared to see if the new scheduling had any effect on the scores. She said the new schedule provides a benefit for the students because they are with the teacher for a longer period of time and this helps the teacher notice changes in the students and provide assistance as needed.

Dr. Kasyan ended his report. Mr. Cattani asked for a motion to approve the Superintendent's Report.

Acceptance of
the Supt's
Report

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

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns; Mr. Loffredo; Mr. Sorino

MOTION CARRIED

Recommend approval and acceptance of the Superintendent's Report.

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

Public Forum
on Agenda
Items
(No
Comments)

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.

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

Mr. Cattani continued with the Manasquan General Items and asked if there is a need for a separate vote on any item. Seeing none, Mr. Cattani asked for a motion to approve Items #12 through #19.

Manasquan
General Items
#12 - #19

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

Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mr. Burns; Mr. Loffredo; Mr. Sorino

MOTION CARRIED

MANASQUAN
General Items

12. Recommend approval of the continuation of placement of the following Parent-Paid Tuition Student(s) in the Manasquan Elementary School for the 2019-2020 school year, at the annual tuition rate of \$7,261.00:

2019-20 MES
Continuation of
Placement
Parent-Paid
Tuition Student

Student ID# 3502654463 Grade 8

13. Recommend approval of the Transportation Jointure for the 2018-2019 School Year with Camden County Educational Services Commission, for student ID# 5128030635, to Burlington County Special Services School, in the amount of \$1,784.16.

2018-19
Transportation
Jointure
Camden Cty
ESC

14. **Recommend** approval of the continuation of placement of the following Tuition Free Student of Staff Member, in accordance with the MEA/MBOE Negotiated Agreement, in the Manasquan Elementary School, for the 2019-2020 school year:

Student ID# 2266598600	Kindergarten	Student ID# 1977268868	Grade 2
Student ID# 4141729557	Grade 1	Student ID# 2995511031	Grade 3
Student ID# 7216590335	Grade 1	Student ID# 5336242894	Grade 4
Student ID# 7199899419	Grade 2	Student ID# 3770441278	Grade 5
Student ID# 9145538828	Grade 2	Student ID# 4837298022	Grade 8
Student ID# 8309905778	Grade 2	Student ID# 4982707962	Grade 8

2019-20 MES
Continuation of
Placement –
Tuition Free
Students of
Staff Members

Professional Days

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

MES
Professional
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
Two Day Seminar Dates – TBD	Kindle Kuriscak	To Be Determined	Wilson Language Seminar	No	Registration - \$345.00
August 6, 7, 8, 2019	Kali Mura	Central, NJ	Math Workshop	No	Registration-\$325.00

Student Action

Field Trips

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

MES 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>
May or June 2019 To Be Determined	Sarah King Sandra Jo Hill Christine Melfi Nurse	Kinder- garten	Manasquan Library	Tour of Library	Yes-1	None	None
June 17, 2019	Laura Wahl Robert Markovitch Marc Reid Moira Skea Kristine Pierce Kirt Wahl Andrea Trischitta Kim Ward Andrew Manser Jestine Jones Elizabeth Walling Linda Bradley Deborah Kehoc Laura Wahl Tom Russoniello Nurse	Grades 7&8	Manasquan Beach	Beach Clean- Up	Yes-4	None	None
June 7, 2019	Kristine Pierce Moira Skea Nurse-TBD	Grade – 7 Social Studies	Manasquan Borough Hall	Mock Trial Presentation	Yes-3	None	None
June 7, 2019	Margaret Polak Kristen Minutoli Michelle Sayre Danielle Romano Jessica Woytowicz Valerie Vayas	Grades 2&3 Special Education	Spring Lake Heights	Unified Sports Day	No	Bus- \$331.00	None

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:
#7230405810 Grade 3 April 26, 2019 – May 26, 2019 (Medical)

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 for the Month**

Financials

- 19. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **April, 2019 as per Document 1.**

Mr. Cattani continued with the Manasquan/Sending District General Items and asked if there is a need for a separate vote on any item. Seeing none, Mr. Cattani asked for a motion to approve Items #20 through #41.

Motion was made by Mr. Furey, seconded by Mr. Hoverter, to approve Manasquan/Sending District General Items #20 through #41.

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns; Mr. Loffredo; Mr. Sorino
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).**

The Business Administrator/Board Secretary certifies that as of **APRIL 30, 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.

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 **APRIL 30, 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.

Recommend acceptance of the **Secretary’s Financial & Investment Report** and the **Treasurer’s Report**, for the month ending **APRIL 30, 2019** per **Document D.** (The Treasurer of School Moneys Report for the month of **APRIL 30, 2019** is on file in the Business Office and is in balance with the Secretary’s Report).

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **APRIL 30, 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 **APRIL and MAY** as recommended by the Superintendent of Schools, as per **Document D.**

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

MES Home Instruction

Out of District Placements (No Report)

Financials MES Central Funds Report Document 1

Manasquan/Sending District General Items #20 - #41

Financial Reports

Secretary’s Certification

Acceptance of Secretary’s Certification

Secretary’s Financial & Investment Report Document D

Budget Certification Document D

Purchase Orders Document E

Recommend acceptance of the Cafeteria Report – Document F.

(C) **Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$167,392.91** for the month of **MAY, 2019** be approved. Record of checks (**#44388** through **#44399**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$500.00** for the month of **MAY, 2019** be approved. Record of checks (**#1354** through **#1354**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **APRIL, 2019** at **\$2,260,597.40** and checks (**#44236** through **#44387**) and (**Capital Expense**) for **APRIL, 2019** at **\$44,485.11** and checks (**#1343** through **#1353**).

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

- 21. **Recommend** approval of the continuation of placement of the following Parent-Paid Tuition Students in the Manasquan High School for the 2019-2020 school year, at the annual tuition rate of \$7,261.00:

Student ID# 4661105187	Grade 10	Student ID# 5648660747	Grade 11
Student ID# 9141277636	Grade 10	Student ID# 5910992005	Grade 11
Student ID# 5102746136	Grade 10	Student ID# 5338969224	Grade 12
		Student ID# 1299466162	Grade 12

- 22. **Recommend** approval of the continuation of placement of the following Tuition Free Student of Staff Member, in accordance with the MEA/MBOE Negotiated Agreement, in the Manasquan High School, for the 2019-2020 school year:

Student ID# 9938616264 Grade 10

- 23. **Recommend** approval of the Tax Levy Revenue Schedule for the period July 1, 2019 through June 30, 2020, as per Document H.

- 24. **Recommend** approval of the contract between Regan Young England Butera, Mount Holly, NJ and the Manasquan Board of Education, for the Manasquan High School Partial HVAC and Fire Alarm Replacement per Department of Education Forms 130 and 131 (pending attorney review).

- 25. **Recommend** approval of the acceptance of bids and the award of contract for Printing Services with Centurion Printing, Kenilworth, NJ, for the 2019-2020 school year, in accordance with the specification of the Printing Services bid #PS19-20 of May 8, 2019, in the estimated bid amount of \$19,260.10. (pending attorney review)

- 26. **Recommend** approval of the acceptance of Request for Proposals and the award of contract for 2019-2020 Insurance Brokerage Services, with Alliant/Boynton Insurance Services, Fair Haven, NJ, as per fee schedule (pending attorney review). The Request for Proposals were evaluated by the following committee as specified in Item G – Evaluation of Proposals: Dr. Kasyan; Lynn Coates; Gene Cattani; Fred Sorino and Bruce Bolderman.

- 27. **Recommend** approval of the acceptance of Requests for Proposals and the award of a Base Year Contract for the 2019-2020 Food Service Management Company Services, to Simplified Culinary Services, Point Pleasant, NJ. Simplified Culinary Services will collect a Flat Management fee of \$21,000 annually and guarantee a return of \$10,000 annually (pending review by the board attorney and Dept. of Agriculture/School Nutrition Programs).

Cafeteria Report Document F

Bills Current Expense

Bills Capital Expense

Confirmation of Bills – Current & Capital Expense

MHS Central Funds Report Document G

2019-20 Continuation of Placement Parent Paid Tuition Students

2019-20 Continuation of Placement – Tuition Free Student of Staff Member

2019-20 Tax Levy Schedule Document H

Regan Young England Butera Contract

2019-20 Printing Service Contract Centurion Printing

2019-20 Insurance Brokerage Service Contract Alliant/ Boynton Insurance

2019-20 Food Service Mgmt. Co. Services Simplified Culinary Services

28. **Recommend** the approval of the transportation contract Renewal #2 of contract #17-18Briggs for 2019-2020 Student Transportation – School Related Activities, with Briggs Transportation, Point Pleasant Beach, NJ, pursuant to N.J.S.A. 18A:39-3 with the maximum negotiated Consumer Price Index (CPI) of 1.45%, in the 2019-2020 estimated amount of \$21,817.84.
29. **Recommend** the renewal of the transportation contract Renewal #2 of contract #17-18FirstStudent for 2019-2020 Student Transportation – School Related Activities, with First Student, Route 35 & 3rd Avenue, Neptune City, NJ, pursuant to N.J.S.A. 18A:39-3 with the maximum negotiated Consumer Price Index (CPI) of 1.45%, in the 2019-2020 estimated amount of \$195,708.34.
30. **Recommend** approval of the following Pay Applications: (pending attorney review)
- Pay Application #10 – Final The LandTek Group, Inc., for Manasquan High School Lower Field Project, in the amount of \$33,496.63.
31. **Recommend** approval of the Resolution Determining the Form and Other Details of \$20,680,000 School Bonds of the Board of Education of the Borough of Manasquan, in the County of Monmouth, NJ and providing for their sale, as per **Document I**.
32. **Recommend** approval of the Addendum to the Agreement with Phoenix Advisors, LLC for Financial Advisory Services, in the following amount: Compensation for Bonds Issued: \$9,500 plus \$0.50 per \$1,000 issued with no Out-of-Pocket Expenses (pending attorney review).
33. **Recommend** approval of the contract amendment with Suburban Consulting Engineers, Inc., for Culvert Repair Construction Observation Services associated with the Manasquan High School Lower Field Improvements, in the estimated fee of \$2,700 (pending attorney review).
34. **Recommend** approval of the Addendum between the Manasquan Board of Education and Dr. Frank Kasyan, which extends the Term of Contract from June 30, 2021 to June 30, 2022, consistent with the approval of the Executive County Superintendent of Schools, as per **Document J**.
35. **Recommend** approval to *rescind* the approval of **Dr. Richard Worth** to conduct psychiatric assessment of special education student #2807769654 at a rate of \$550 per assessment/report. (previously approved on April 30, 2019)
36. **Recommend** approval of the service agreement with Interquest, for canine detection services, commencing on September 1, 2019 through June 30, 2020, as per **Document K**.
37. **Recommend** approval of the following, as per New Jersey Department of Education Division of Field Services:
- Authorization of the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan; and
 - Authorization of the submission of the proposed Comprehensive Equity Plan, as per **Document L**.
38. **Recommend** approval of the second reading and adoption of the revision of the following policies, as per **Document M**:
- P 1642 – Earned Sick Leave
 - R 1642 – Earned Sick Leave

2019-20 Briggs
Transportation
Renewal #2

2019-20 First
Student
Transportation
Renewal #2

LandTek Group
Inc. – Pay
Application
#10

\$20,680,000
School Bonds
Resolution
Document I

Phoenix
Advisors
Addendum –
Financial
Advisory Svcs.

Suburban
Consulting Eng.
Culvert Repair
Observation

Dr. Kasyan
Contract
Addendum
Document J

Dr. Worth –
Rescind
Psychiatric
Assessment

Interquest –
Canine
Detection Svc.
Document K

NJ DOE –
Affirmative
Action – Needs
Assessment
and Comp
Equity Plan
Document L

Policies – 2nd
reading
Document M

Professional Days

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

MHS
Professional
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
May 15, 2019	Lynn Coates	Edison	2019 ESCNJ Expo	No	Mileage-\$23.80
May 15, 2019	Matthew Hudson	Edison	2019 ESCNJ Expo	No	Mileage-\$23.80
June 7, 2019	Matthew Hudson	West Windsor	NJSBA Workshop	No	Registration-\$99.00 Mileage-\$25.11
May 31, 2019	Jesse Place	Freehold	Monmouth County Tech Council	No	Mileage-\$10.60
May 31, 2019	Monica Fenlon	Lincroft	ELA Articulation	Yes	Mileage-\$5.89
May 1, 2019	Meghan Hillman	Lincroft	ELA Articulation	Yes	None
June 12-18,2019	Margaret Polak	San Diego, CA	Surf Team Competition	No	Meals/Incidentals \$497.00

Student Action

Field Trips

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

MHS 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>
May 23, 2019	Claire Kozic Kevin Hyland Eric Wasnesky	Academy of Health Careers	Manasquan Orchard Park	Academy of Health Careers Picnic	Yes-3	None	None
May 23, 2019	Jamie Onorato	Yearbook	Toms River	Meeting with Graphic Design Artist	Yes-1	Bus-\$250	None

Placement of Students on Home Instruction

41. **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:

MHS Home
Instruction

- #3913671421 **Grade 10** **May 19, 2019 – June 19, 2019 (Medical)**
- #4165868382 **Grade 11** **April 24, 2019 – May 24, 2019 (Medical)**
- #7262023238 **Grade 10** **May 1, 2019 – June 1, 2019 (Medical)**
- #1143883578 **Grade 11** **May 5, 2019 – June 5, 2019 (Medical)**
- #5127196755 **Grade 10** **May 5, 2019 – June 5, 2019 (Medical)**
- #6771910167 **Grade 10** **April 26, 2019 – May 26, 2019 (Medical)**
- #3883070952 **Grade 10** **May 8, 2019 – June 8, 2019 (Medical)**
- #6179949090 **Grade 10** **April 16, 2019 – May 16, 2019 (Medical)**
- #5637847716 **Grade 10** **April 29, 2019 – May 29, 2019 (Medical)**
- #5923168046 **Grade 10** **May 7, 2019 – June 6, 2019 (Medical)**
- #1030110552 **Grade 10** **April 25, 2019 – May 25, 2019 (Medical)**

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

42. Old Business/New Business

Old Business &
New Business
(No Reports)

There was no Old or New Business. Mr. Cattani opened the second Public Forum on any topic agenda or otherwise.

43. Public Forum

Public Forum
(No Comment)

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

Mr. Cattani asked for a motion to enter executive session and read the following statement.

Executive
Session

Motion was made by Mr. Furey, seconded by Mr. Warren, and approved by voice vote of all those present in favor to enter into executive session at 7:53 p.m. **MOTION CARRIED**

44. 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
- 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 (Your Way Construction Contract Matter)
- 8. Personnel Matters (Hiring, 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.

Meeting
Reconvened

Motion was made by Mrs. Bossone, seconded by Mrs. Pollock, and approved by voice vote of all those present to reconvene the meeting at 8:16 p.m.

Roll Call

Roll Call

Bruce Bolderman

Mark Furey (Belmar)

Anne McGarry (SLH)

Donna Bossone

Terence Hoverter

Alexis Pollock

Martin Burns - absent

Dennis Ingoglia (Brielle)

Alfred Sorino - absent

Eugene Cattani

Joseph Loffredo - absent

Colin Warren

Quorum Reached

Mr. Cattani asked for a motion to approve Manasquan Item #45.

Motion was made by Mrs. Bossone, seconded by Mr. Bolderman, to approve Manasquan Item #45 – E.S. Personnel, as specified in Document 2.

Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mr. Burns; Mr. Loffredo; Mr. Sorino

MOTION CARRIED

Manasquan
Motion #45

MANASQUAN

Personnel

45. **Recommend** approval of the Elementary School personnel as per **Document 2.**

Mr. Cattani asked for a motion to approve Manasquan/Sending District Item #46,

Motion was made by Mr. Hoverter, seconded by Mrs. McGarry, to approve Manasquan/Sending District Item #46 – H.S. Personnel, as specified in Document N.

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns; Mr. Loffredo; Mr. Sorino

MOTION CARRIED

MES Personnel
Document 2

Manasquan/
Sending
District Motion
#46

MANASQUAN/SENDING DISTRICTS

Personnel

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

Mr. Cattani asked for a motion to adjourn.

Motion was made by Mrs. Pollock, seconded by Mr. Hoverter, and approved by voice vote of all those present in favor to adjourn the meeting at 8:18 p.m.

MOTION CARRIED

MHS Personnel
Document N

Adjournment

47. **Adjournment**

Motion to Adjourn

Respectfully submitted,



Lynn Coates
Board Secretary