

**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 8, 2018.*

*The Board President, Mr. Pellegrino, 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. Pellegrino 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)</i>	<i>Thomas Pellegrino</i>
<i>Donna Bossonne - absent</i>	<i>Terence Hoverter - absent</i>	<i>Alfred Sorino</i>
<i>Eugene Cattani</i>	<i>Joseph Loffredo</i>	<i>Tedd Vitale (Brielle)-arrived 6:10</i>
<i>Linda DiPalma - absent</i>	<i>Anne McGarry (SLH) - absent</i>	<i>Colin Warren</i>

Roll Call

*\*Brielle Board of Education Board Representatives: Stephen LaValva and Joseph Milancewich 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: Christopher Black; Julianna DeGenova; Madison Rydholm and Olivia Easton, Student Board Representatives.*  
*Quorum Reached*

*Mr. Pellegrino 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. Pellegrino asked for a motion to accept the minutes in Item #6.

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

Discussion: None

Roll Call Vote: Ayes (7); Nays (0); Abstain (0); Absent (5) Mrs. Bossone; Mrs. DiPalma; Mr. Hoverter; Mrs. McGarry; Mr. Vitale

MOTION CARRIED

**6. Acceptance of Minutes**

**Recommend** acceptance and approval of the minutes of the Committee of the Whole and Closed Executive Session of April 17, 2018 and the Regular Public Meeting and Closed Executive Session of April 24, 2018. 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.

**7. Student Board Representative Report No Report**

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

**8. Presentations**

- **High School Students of the Month for April** – Carmen Triggiano, Senior – Casey Campbell, Junior – Shealyn Murphy, Sophomore – Jillian Spalt, Freshman
- **High School Teacher of the Month for April** – Harry Harvey
- **Elementary School Student of the Month for April**– Michael Presbrey
- **Elementary School Teacher of the Month for April** – Andrew Manser
- **Elks Elementary School Student of the Month for April** – Andrew Brennan
- **Elks Teenager of the Month for April** – Mary Mills

Dr. Kasyan welcomed everyone along with the athletes representing the Manasquan High School Swim Team and Manasquan High School Hockey Team. Dr. Kasyan admired the skills of the athletes and their dedication to the sport.

Dr. Kasyan provided the criteria that must be met by those selected as students of the month. He recognized and congratulated the students of the month and presented them with Certificates of Appreciation and Wally Bucks.

Dr. Kasyan also recognized and congratulated the Teachers of the Month and presented them with Certificates of Appreciation and Wally Bucks.

• **MHS Boys Varsity Swim Team**

Dr. Kasyan congratulated the Manasquan High School Boys Swim Team and invited their coach, Mr. Murin, to assist with the presentation of Certificates of Appreciation. Mr. Murin congratulated the team on their first state championship and complimented the team members on their success. Dr. Kasyan introduced the assistant coach, Ms. Kimberly Ward. Dr. Kasyan introduced the members of the team and presented them with Certificates of Appreciation and Wally Bucks.

Minutes

Student Board Representative  
(No Report)

Presentations

Students & Teachers of the Month

MHS Boys Varsity Swim Team

- **MHS Varsity Ice Hockey Team**

*Dr. Kasyan congratulated the Manasquan High School Varsity Ice Hockey Team on their record of 15-3-1 and their successful accomplishments during the season. He congratulated the coaches on their success. Dr. Kasyan introduced the members of the team and presented them with Certificates of Appreciation and Wally Bucks.*

- **Microsoft Showcase School Recognition**

*Dr. Kasyan said he was fortunate to attend the Freeholders meeting where they recognized Manasquan High School for being in the top 2000 high schools internationally for utilization of Microsoft products. Dr. Kasyan read the recognition certificate presented to him designating the high school as a Microsoft Showcase School. Dr. Kasyan said he is proud to be a part of this and thanked Mr. Place for starting Manasquan's focus on a 1:1 initiative years before he came to Manasquan. He congratulated Mr. Place and thanked him for being the driving force behind this program. Mr. Place said he is very gratified to receive this award and thanked all the educators and administrators in the district for making this accomplishment possible.*

*Dr. Kasyan asked for a brief recess to partake in celebratory cupcakes at 6:32 p.m. The meeting reconvened at 6:36 p.m.*

*Mr. Pellegrino introduced Mr. Robert Notley for the referendum project update.*

- **New Road Construction Project Update – Presented by Robert Notley**

*Mr. Notley provided an update on the progress of the referendum project. He reported on the overall program schedule noting those projects that are complete and those that are on-going. He reviewed the elementary school HVAC controls project and reported that a contract has been awarded to Your Way Construction for the elementary school site improvements project. The elementary school window replacement and high school stair tower doors projects with are now complete and he is waiting for the close-out documentation from SLS. Mr. Notley provided an update on the progress of the high school renovations and additions project through Kappa Construction Corp. He reported that the project is currently 30% complete. He provided progress photos for the board in the PowerPoint presentation. New Road Construction Management is on-site full time and bi-weekly construction meetings are held with the architect and Kappa. The elementary school site work bidding has been conducted and they are moving forward with the pre-construction phase. Mr. Notley reviewed the current activities that are being addressed by the district, NRCM and the architect. He reported that a company has been procured to provide testing, adjusting and balancing at the high school renovations and additions.*

*Dr. Kasyan asked what the start date was for the renovation work at the alternative school. Mr. Notley said this work would begin in the summer. Dr. Kasyan said he will need this building available for the start of school in September.*

*Mr. Pellegrino thanked Mr. Notley for his presentation and turned the floor over to Dr. Kasyan for the discussion items for the May 8, 2018 agenda.*

## **9. Discussion Items May 8, 2018 Agenda**

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

*Dr. Kasyan reported that plans are being made to conduct sports physicals at the high school and today he spoke with Dr. Harmody who will be available to conduct physicals on June 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>. He met with the high school nurse, Mrs. Bontales and Mr. Cahill to work on the details. Mr. Cattani asked if this would involve both schools. Dr. Kasyan said initially it was planned for the high school. He will look into this further and report back at the next meeting.*

MHS Varsity  
Ice Hockey  
Team

Microsoft  
Showcase  
School  
Recognition

New Road  
Construction  
Project Update  
R. Notley

Discussion  
Items  
Education,  
Curriculum &  
Technology

Sports  
Physicals

*Dr. Kasyan said that the directors will be reporting on education, curriculum and technology later in the meeting.*

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

*Dr. Kasyan said personnel would be discussed in executive session.*

- **Policy- Agenda Items\***

- **Policies for Revision**

- P & R 7440 – School District Security
- P & R 7441 – Electronic Surveillance in School Buildings and on School Grounds
- P 4437 – Military Leave
- P 3437 – Military Leave
- P & R 8630 – Bus Driver/Bus Aide Responsibility
- R 5460.1 – High School Transcripts
- P 8462 – Reporting Potentially Missing or Abused Children
- P 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- P 5350 – Student Suicide Prevention
- P & R 1550 – Equal Employment/Anti-Discrimination
- P 2431 – Athletic Competition
- P 5533 – Student Smoking

- **Policies for 1<sup>st</sup> Reading**

- P 7425 – Lead Testing of Water in Schools
- P 9424 – Use of Electronic Signatures
- Bylaw 0169.02 – Board Member Use of Social Networks
- P 5516.01 – Student Tracking Devices
- P 5535 – Passive Breath Alcohol Sensor Device
- P 2431.8 – Varsity Letters for Interscholastic Extracurricular Activities

*Dr. Kasyan reported that there are policies for revision and 1<sup>st</sup> reading included on tonight's agenda. He referred to policy 0169.02 – Board Members Use of Social Networks and pointed out that social networks can be used but it must not violate the School Ethics Act. He also referred to policy 5516 – Student Tracking Devices and pointed out what is not permitted by the policy. Mr. Sorino asked the purpose of this policy. Dr. Kasyan said that this allows the parents to view the location of their child; however if the child enables one or two-way audio or video communication not in accordance to the Code of Conduct they will be in violation of the policy. Dr. Kasyan felt there was importance in reviewing policy 5535 – Passive Breath Alcohol Sensor Device and felt this appropriate especially during prom season. Parents must be notified that this device will be available for use at the prom and this was noted on the bid. Dr. Kasyan continued with policy 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities and said in cases when necessary these measures are used and according to policy individuals that use these techniques are certificated and trained.*

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

- **Finance- Agenda Items**

- Outcome of Request for Proposals

*Mrs. Coates reported that there are three recommendations for RFP's on tonight's agenda. Mr. Notley reported on one for testing and balancing for the high school project. The other two are for Broker Services for Health Benefits and Financial Advisory Services. The RFP's have been received and there are no increases to the fees we currently pay for these services.*

Personnel  
(Exec. Session)

Policy  
Revisions

Policy  
1<sup>st</sup> Reading

Finance  
RFP Outcome

Broker Services  
for Health  
Benefits

Financial  
Advisory  
Services

- Emergency Reserve Withdrawal Request Update

Mrs. Coates reported that the County Office has reviewed the district's request for the emergency reserve withdrawal and have submitted it to the acting commissioner's office. She hopes to have a response by the end of the week.

- **Buildings & Grounds/Facilities- Agenda Items\***

- Lower Turf Field Project Bid

Mrs. Coates reported that a meeting was held today with Suburban Consulting Engineers regarding the lower turf field project. The bid ad, cost estimate as of today and the project schedule was provided to the board on the Canvas portal. The bid will be available on Monday, May 14<sup>th</sup> with a pre-bid meeting on May 17<sup>th</sup> and the bids will be opened on June 5<sup>th</sup> at 10:00 a.m. in the board conference room. She hopes to award the contract at the June 12<sup>th</sup> board meeting. Construction will begin no later than July 1<sup>st</sup> with a proposed completion date of October 31<sup>st</sup>.

- Ice Rink Contract

Mrs. Coates updated the board on the 2018-19 ice rink contract that is on tonight's agenda for approval. The contract in the amount of \$18,575 is up \$575 from the current year. She said the ice rink has been sold and the new owners will be making substantial capital improvements to the rink. The hourly rate of \$375 remains the same as this year; however the ice rink will charge for cutting the ice before and during the game at a cost of \$25 per cut and this cost results in the increase in the contract amount.

Dr. Kasyan continued with the Superintendent's Report and Information Items.

#### **10. Superintendent's Report & Information Items**

- **Enrollment– Document A**

- **Total Enrollment – 1,525**
  - High School – 938
  - Elementary School – 587

Dr. Kasyan reported on the high school and elementary school enrollment, as specified in Document A.

- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**

- Fire Drill Reports**

- **High School:**
  - April 19<sup>th</sup> – Fire Drill
  - April 23<sup>rd</sup> - Test of Emergency Management Communications System
- **Elementary School:**
  - April 14<sup>th</sup> – Fire Drill
  - April 30<sup>th</sup> – Lockdown

Dr. Kasyan provided a report on the fire drills conducted in both the high school and elementary school, along with the attendance comparison, suspension & tardy reports, as specified in Document B.

- **HIB Monthly Report – Document C**

- **High School: No Report for the Month**
- **Elementary School: No Report for the Month**

Dr. Kasyan reported that there were no incidents of harassment, intimidation and bullying at the high school and elementary school, as specified in Document C.

Emergency Reserve Withdrawal Request

Buildings & Grounds

Lower Turf Field Project Bid

Ice Rink Contract

Supt.'s Report

Enrollment Document A

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

HIB Monthly Report Document C

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

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

*Mrs. Kerensky reported that the dates of the Summer Academy have been modified so the courses would be done before August 15<sup>th</sup>. She provided details of the schedule for the courses that would allow the students to meet the state requirement for credit recovery. The program will run from July 5<sup>th</sup> through August 10<sup>th</sup> from 8:00 a.m. to 10:30 a.m. Dr. Kasyan asked if any thought has been given to send notification of this program to high school districts in the area. Mrs. Kerensky said she would look into this.*

*Mrs. Kerensky reported that five letters of acceptance have been sent out on the Brookdale Early College Program. Mrs. Kerensky received final signatures on the MOA from Brookdale on the Dual Enrollment Program.*

*Mrs. Kerensky reported that the transitions solutions committee established for changes to the schedule has met twice and suggested that it would be a smoother transition for the students and teachers to modify the first days of school to better serve the new schedule. Dr. Kasyan said that if this is going to be done the board would have to approve a revised calendar. Dr. Kasyan said that assemblies will be held at the end of this school year with each grade level to discuss the new schedule and answer questions the students have relating to the new schedule. The staff will meet on their first day back in September to review their responsibilities with the new schedule and have any questions they may have addressed at that time. Dr. Kasyan agrees that having the first day of school as a full day is a good idea. Mrs. Kerensky said that the half day on Friday will give the teachers the opportunity to meet and conduct a debriefing of the new schedule.*

*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 continuation of looking into new student devices for next school year. Demo units are out with students in both the high school and middle school grades and he expects to provide a recommendation to the board at the June meeting. Mr. Place said that his department along with the high school athletic department are moving forward to set up an online registration process for sports participation. Information will go out to the parents possibly by next week on the process through the Genesis Parent Portal. He said if a student is seen by their own doctor for a physical this information will still need to be a paper-based process for signature purposes and all other documents and forms will be completed online.*

*Dr. Kasyan clarified that if a student is unable to participate in the district's physicals the parent will be responsible for arranging and paying for the student's physical provided by their personal physician.*

*Mr. Pellegrino said that Manasquan provided sports physicals in the past and stopped when it was found to be cost prohibitive by the board. He said it is more efficient to have record keeping in house and have the physicals conducted before the end of the school year. Mr. Warren asked if there would be a schedule set up ahead of time. Dr. Kasyan said that in speaking with the physician conducting the physical, she does not feel there is a need to set up a schedule. He will speak with Mrs. Bontales and Mr. Cahill to further discuss a possible scheduling process.*

Director of  
Curriculum &  
Instruction  
B. Kerensky

Director of  
Technology &  
Human  
Resources  
J. 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 the PARCC ELA testing finished in the high school last week and math testing will be conducted next week. Testing is being completed in Grade 4 and Grade 5 at the elementary school and AP testing started yesterday in the high school. A new field test, the New Jersey Science test, will be administered in place of the biology test for grades 5, 8 and 11 and it will take place over a two day period in the beginning of June. Mrs. Kenney reported that on May 15th a program called Minding your Mind will be presented at the high school focusing on anxiety disorders in adolescents and it will be offered to students age 10 and over. On May 21st she along with the Guidance Department will meet at 6:00 p.m. with the parents at the elementary school to talk about the programs at the high school and the scheduling process at followed by a program at 7:00 p.m. presented by Doug Collier on vaping. Letters will be mailed to all 8th grade students in Manasquan and the sending districts regarding the schedule and invite them to come and meet with the counselors. Dr. Kasyan asked how the community would be informed on the programs being offered in May. Mrs. Kenney will have this information posted on the district's webpage and Mrs. Graziano is sending out a flyer. Dr. Kasyan suggested having it placed on the PTO's website in addition to a Honeywell notification. Mr. Loffredo said that it is very helpful for parents to receive information utilizing various methods of communication.*

*Dr. Kasyan thanked Mrs. Kenney for her report and concluded his Superintendent's Report.*

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

*Motion was made by Mr. Loffredo, seconded by Mr. Cattani, to approve and accept the Superintendent's Report.*

*Discussion: None*

*Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (4) Mrs. Bossone; Mrs. DiPalma; Mr. Hoverter; Mrs. McGarry*

**MOTION CARRIED**

**Recommend approval and acceptance of the Superintendent's Report.**

*Mr. Pellegrino 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.

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

*Mr. Pellegrino asked if anyone needed an item separated out for Manasquan General Items #12 through #21. Seeing none, he asked for a motion to approve Items #12 through #21.*

Director of  
School  
Counseling  
Services  
L. Kenney

Approval &  
Acceptance of  
Supt.'s Report

Public Forum  
on Agenda  
Items

Motion was made by Mr. Warren, seconded by Mr. Bolderman, to approve Manasquan General Items #12 through #21.

Discussion: None

Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mrs. Bossone, Mrs. DiPalma, Mr. Hoverter

MOTION CARRIED

Manasquan  
General Items  
#12 through  
#21

**MANASQUAN**

**General Items**

12. **Recommend** approval of the Resolution for Participation in Coordinated Transportation between the Manasquan Board of Education and Monmouth-Ocean Educational Services Commission for the five-year period of July 1, 2018 through June 30, 2023, as per **Document 1** (pending attorney review).
13. **Recommend** approval of Joan Bruno to complete an Alternative and Augmentative Communication Evaluation on Student # 282460 at a rate not to exceed \$700.00.
14. **Recommend** approval of Joan Bruno to complete an Alternative and Augmentative Communication Evaluation on Student # 283876 at a rate not to exceed \$700.00.
15. **Recommend** approval of Student # 313176 as a tuition student in the Multiply Disabled program with a 1:1 paraprofessional from Spring Lake Heights School District for the 2018-2019 School Year commencing on July 9, 2018 with Extended School Year.
16. **Recommend** approval of the Request for Obsolete Equipment Disposal, as per **Document 2**.

MOESC  
Coordinated  
Transportation  
Resolution  
Document 1

J. Bruno, CST  
Evaluation

J. Bruno, CST  
Evaluation

2018-19 M.D.  
Tuition Student  
from SLH

Obsolete  
Equipment  
Document 2

**Professional Days**

17. **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 7, 2018	Teresa Trumpbour	Monroe	Art Standards Workshop	Yes	Mileage-\$21.70 Registration-\$149.00
June 8, 2018	Mark Levy	Freehold Township Schools	STEM Lab Visit	Yes	Mileage-\$9.30
June 8, 2018	Oriana Kopec	Freehold Township Schools	STEM Lab Visit	Yes	None



**Student Action**  
**Field Trips**

18. **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>
June 21, 2018	Laura Wahl Kristine Pierce Marc Reid Robert Markovitch Moirra Skea Kirt Wahl Andrea Trischitta Andrew Manser Jestine Jones Kim Murin Elizabeth Walling Laura Wahl Thomas Russoniello Samuel Marx Deborah Kehoe Patricia Reo	Grades 7&8	Manasquan Beach	Beach Sweep	Yes-2	None	None
May 18, 2018	Christine Rice Nancy Knitter	ESL Gr. 1-7	Neptune – Aquatic Center	Water Safety	No	None	MESEF Grant Funds
June 8, 2018	Christine Rice Nancy Knitter	ESL Gr. 1-7	Manasquan Beach	Ocean Safety	No	None	MESEF Grant Funds
May 24, 31, 2018 June 7, 14, 2018	Sandra Hill Suzanne Deegan Brittany DiPasquale	Kindergarten	Manasquan Public Library	Introduction to the Library	No	None	None

**Placement of Students on Home Instruction**

19. **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**

20. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2017-2018 school year, as per **Document 3**.

Out of District Placements  
Document 3

**Financials**

21. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **April 30, 2018 as per Document 4**.

E.S. Central Funds Report  
Document 4

*Mr. Pellegrino asked if anyone needed an item separated out for Manasquan/Sending District General Items #22 through #46. Seeing none, he asked for a motion to approve Items #22 through #46.*

*Motion was made by Mr. Vitale, seconded by Mr. Loffredo, to approve Manasquan/Sending District Items #22 through #46.*

*Discussion: Mr. Furey questioned the amount of students placed on home instruction for the period May 1<sup>st</sup> through June 1<sup>st</sup>. Dr. Kasyan clarified that home instruction must be approved monthly and*

Manasquan/Sending District General Items #22 through #46

two doctors' notes are required for this placement. Mrs. Kenney explained many of these students were previously approved for home instruction but were on for re-approval after the receipt of updated doctor's notes. Mrs. Kenney said some of these students are in outside facilities.

Mr. Furey asked if a student is out on a medical leave wouldn't there be an initial doctor's note establishing the extent of the home instruction period. Dr. Kasyan said that state statute dictates that we cannot approve a student to be out for more than one month and this is the reason for the monthly approval.

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (4) Mrs. Bossone; Mrs. DiPalma; Mr. Hoverter; Mrs. McGarry

MOTION CARRIED

Manasquan/  
Sending  
District General  
Items #22  
through #46

**MANASQUAN/SENDING DISTRICTS**

**General Items**

**22. 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 **APRIL 30, 2018** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Secretary's  
Certification

**Be It Resolved:** Pursuant to N.J.A.C. 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, 2018** 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  
the Secretary's  
Certification

**Recommend acceptance of the Secretary's Financial & Investment Report and the Treasurer's Report, for the month ending APRIL 30, 2018 per Document D.** (The Treasurer of School Moneys Report for the month of **APRIL 2018** 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 **APRIL 30, 2018**, 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 **2017-2018 budgets for APRIL and MAY** as recommended by the Superintendent of Schools, as per **Document D**.

Budget  
Certification  
Document D

**Purchase Orders** for the month of **MAY 2018** be approved, as per **Document E**.

Purchase  
Orders  
Document E

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

Cafeteria  
Report  
Document F

**(C) Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,355,343.18** for the month of **MAY, 2018** be approved. Record of checks (**#42199** through **#42225**), and distributions are on file in the Business Office.

Bills (Current  
Expense)

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of **\$1,376.25** for the month of **MAY, 2018** be approved. Record of checks (**#1171** through **#1171**), and distributions are on file in the Business Office.

Bills (Capital  
Expense)

Confirmation of **Bills (Current Expense)** for **APRIL, 2018** at **\$4,656,725.95** and checks (#42053 through #42198) and **(Capital Expense)** for **APRIL, 2018** at **\$456,357.11** and checks (#1163 through #1170).

**Recommend acceptance** of the following **High School Central Funds Report** for the month ending **APRIL 30, 2018** as per **Document G**.

23. **Recommend** approval of the Tax Levy Revenue Schedule for the period July 1, 2018 through June 30, 2019, as per **Document H**.
24. **Recommend** approval of the acceptance of Request for Proposals for Testing, Adjusting and Balancing in conjunction with the Renovations and Addition project at the Manasquan High School and the award of contract to Butler Balancing Company, Inc., in the lump sum amount of \$17,400.00 (The proposal has been reviewed by New Road Construction Management and is pending attorney review).
25. **Recommend** approval of the renewal of the contract for Trash Collection Services with Waste Management, 107 Silvia Street, Ewing, NJ, for the 2018-19 school year, in the Renewal Year-Two amount of \$17,199.85, in accordance with the 2016-2017 Trash Collection Services bid of May 20, 2016.
26. **Recommend** approval of the renewal of the Printing Services contract with Centurion Printing, 352 Market Street, Kenilworth, NJ, for the 2018-19 school year, in the estimated bid amount of \$19,438.90, in accordance with Title 18A:18A-42. (Renewal Year-Two of the initial 2016-2017 Printing Services Bid #063016 awarded on 7/19/16)
27. **Recommend** approval of the proposal from HMC, Inc., to provide identified Worker and Community Right to Know (RTK) Act and Hazard Communication Standard services at the Manasquan School District including the required Right to Know Online Survey due July 15, 2018, in the amount of \$3,250.00, at no price increase from the 2017-18 proposal.
28. **Recommend** approval of the renewal of the transportation contract #17-18Briggs with Briggs Transportation, Point Pleasant Beach, NJ, for 2018-19 Student Transportation – School Related Activities, pursuant to N.J.S.A. 18A:39-3 with the maximum negotiated Consumer Price Index (CPI) of 1.51%, in the 2018-19 estimated amount of \$21,506.00.
29. **Recommend** the renewal of the transportation contract #17-18FirstStudent with First Student, Route 35 & 3<sup>rd</sup> Avenue, Neptune City, NJ, for 2018-19 Student Transportation-School Related Activities, pursuant to N.J.S.A. 18A:39-3 with the maximum negotiated Consumer Price Index (CPI) of 1.51%, in the 2018-19 estimated amount of \$192,911.13.
30. **Recommend** approval of Pay Application #7 – Kappa Construction Corp., for the Renovations and Additions to Manasquan High School project, in the amount of \$379,260.00. (pending attorney review)
31. **Recommend** approval to operate a Summer Session, July 2018 through August 2018 for fee-based credit recovery, as recommended by the Superintendent of Schools. The summer session program will be conducted pursuant to N.J.A.C. 6A:32-10.1, 10.2, 10.3, 10.4, and 10.5. All teachers hired to work in the summer session possess valid New Jersey certificates as required.
32. **Recommend** approval of the Superintendent’s 2018-2019 Merit Goals.

*Confirmation of Bills (Current & Capital Expense)*

*H.S. Central Funds Report Document G*

*2018-19 Tax Levy Schedule Document H*

*Butler Balancing Co. – Testing, Adjusting & Balancing MHS Project*

*2018-19 Trash Collection Services – Waste Management*

*2018-19 Printing Services – Centurion Printing*

*2018-19 Worker & Community RTK Services – HMC, Inc.*

*2018-19 Contract Renewal – Briggs Transportation*

*2018-19 Contract Renewal – First Student*

*Pay App #7 – Kappa Construction Corp.*

*Summer Session – Credit Recovery Program*

*Supt.’s 18-19 Merit Goals*

**33. Recommend** approval of the following revised policies, as per **Document I:**

- P & R 7440 – School District Security
- P & R 7441 – Electronic Surveillance in School Buildings and on School Grounds
- P 4437 – Military Leave
- P 3437 – Military Leave
- P & R 8630 – Bus Driver/Bus Aide Responsibility
- R 5460.1 – High School Transcripts
- P 8462 – Reporting Potentially Missing or Abused Children
- P 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- P 5350 – Student Suicide Prevention
- P & R 1550 – Equal Employment/Anti-Discrimination
- P 2431 – Athletic Competition
- P 5533 – Student Smoking

*Policy for  
Revisions  
Document I*

**34. Recommend** approval of the first reading of the following policies, as per **Document J:**

- P 7425 – Lead Testing of Water in Schools
- P 9424 – Use of Electronic Signatures
- Bylaw 0169.02 – Board Member Use of Social Networks
- P 5516.01 – Student Tracking Devices
- P 5535 – Passive Breath Alcohol Sensor Device
- P 2431.8 – Varsity Letters for Interscholastic Extracurricular Activities

*Policy for 1<sup>st</sup>  
Reading  
Document J*

**35. Recommend** approval of the following job description, as per **Document K:**

- School Safety Officer (Part Time)

*Job Description  
SSO  
Document K*

**36. Recommend** acceptance and approval of the Request for Proposal from Brown & Brown Benefit Advisors for Health Insurance Brokerage Services received on May 2, 2018 (pending attorney review). No additional RFP's were received for this service.

*RFP -Brown &  
Brown – Health  
Ins. Brokerage  
Services*

**37. Recommend** approval of the 2018-2019 Broker Services Agreement with Brown & Brown Benefit Advisors, at a fixed flat commission fee of \$50,000, as per agreement on file in the board office (pending attorney review).

*2018-19 Brown  
& Brown  
Agreement*

**38. Recommend** acceptance and approval of the Request for Proposal from Phoenix Advisors, LLC, for Financial Advisory Services received on May 8, 2018 (pending attorney review). No additional RFP's were received for this service.

*RFP – Phoenix  
Advisors –  
Financial  
Advisory  
Services*

**39. Recommend** approval of the agreement with Phoenix Advisors, LLC for 2018-19 Financial Advisory Services, as per agreement and fee schedule on file in the board office (pending attorney review).

*2018-19  
Phoenix  
Advisors  
Agreement*

**40. Recommend** approval to authorize soliciting bids for the Lower Turf Field Project. The specifications will be reviewed by the board solicitor prior to release.

*Bids – Lower  
Turf Field  
Project*

**41. Recommend** approval to rescind the acceptance of the following Parent Paid Tuition Student for the 2018-19 school year at Manasquan High School: R.O. – Grade 9 (*Previously approved on April 24, 2018*).

*2018-19 Parent  
Paid Student  
Rescinded*

**42. Recommend** approval of the creation of the following central fund account:

- Academy of Engineering

*Central Fund  
Acct. –  
Academy of  
Engineering*

**43. Recommend** approval of Master License Agreement with Jersey Shore Ice Arena, in the estimated rental fee of \$18,000.00, as per **Document L** (pending attorney review).

*Jersey Shore  
Ice Arena  
Document L*

**Professional Days**

44. 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>
October 22, 23, 24, 25, 2018	Board Members District Administration	Atlantic City	NJSBA Workshop	No	Group Registration \$1500.00
June 22-23, 2018	Jesse Place	Chicago ,IL	Tech and Learning Leaderships Summits	No	None
July 30, 2018 – August 2, 2018	Brent Shibla	Somerset	AP Economics	No	Mileage-\$15.50 Registration-\$1,025.00
June 19-23, 2018	Amy Edwards	Cambridge, MA	Inven Team Showcase	Yes	None
June 4, 2018	Lisa Crowning	New Brunswick	Science Teacher Workshop	Yes	Mileage-\$25.42 Registration-\$200.00
June 8, 2018	Lisa Kukoda	Freehold Township Schools	STEM Lab Visit	No	Mileage-\$9.30
June 5, 2018	Richard Read	Mt. Laurel	Progressive Discipline Workshop	No	Mileage-\$37.01

**Student Action**

**Field Trips**

45. 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 26, 2018 (\$600 Compensation paid to MHS)	Ryan Wiemken Michael Kaminsky	Band	Bradley Beach	Memorial Day Parade	No	2 Buses - \$450 each	None
May 31, 2018	John Driscoll Linda Hoeler	Academy of Finance – Grade 9	Monroe	Tour Facility	Yes-2	Bus - \$300	None
June 5, 2018	Jill Santucci Lauren Saliski Leigh Busco Amy Young Nancy Sanders Eric Wasnesky Jeffrey Demuro	Peers and Transition Leaders	Neptune	Leadership Team Building Activities	Yes- 3	2 Buses - \$350 each	None
May 24, 2018	Jamie Onorato	Yearbook Grades 11/12	Toms River	Yearbook Design Meeting	Yes – 1	Bus - \$300	None

**Placement of Students on Home Instruction**

46. **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:

#3279967372	Grade 10	April 17, 2018 - May 17, 2018 (Medical)
#8425622990	Grade 11	April 20, 2018 - May 20, 2018 (Medical)
#8224030737	Grade 9	May 1, 2018 – June 1, 2018 (Medical)
#1219322036	Grade 12	May 1, 2018 – June 1, 2018 (Medical)
#9725725536	Grade 12	May 1, 2018 – June 1, 2018 (Medical)
#1099344515	Grade 11	May 1, 2018 – June 1, 2018 (Medical)
#5409151594	Grade 12	May 1, 2018 – June 1, 2018 (Medical)
#7431192605	Grade 12	May 1, 2018 – June 1, 2018 (Medical)
#2518626151	Grade 10	May 1, 2018 – June 1, 2018 (Medical)
#5127196755	Grade 9	May 1, 2018 – June 1, 2018 (Medical)
#9788904979	Grade 9	May 1, 2018 – June 1, 2018 (Medical)
#5732375803	Grade 12	May 1, 2018 – June 1, 2018 (Medical)
#5250914678	Grade 11	May 1, 2018 – June 1, 2018 (Medical)
#2950329088	Grade 12	May 1, 2018 – June 1, 2018 (Medical)
#4906648268	Grade 9	May 1, 2018 – June 1, 2018 (Medical)
#2009959971	Grade 12	May 1, 2018 – June 1, 2018 (Medical)
#5204249466	Grade 10	May 1, 2018 – June 1, 2018 (Medical)

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

47. **Old Business/New Business**

Old Business / New Business

Mr. Loffredo asked what the format of the STEM program will look like in the elementary school next year and when the parents will be notified on the program. Dr. Kasyan said that the movement of the supervisor from the high school to the elementary school will take place in July. He has met with Mrs. Graziano and Mrs. Kerensky and the major focus is personalized instruction and how to better extend the STEM initiative at the elementary school. Mrs. Kerensky said that an assessment has been created and the program will be content specific and this will increase participation. Mr. Loffredo agreed that giving parents a better understanding of the program would be beneficial. Mrs. Kerensky will look into the testing dates. Dr. Kasyan suggested scheduling a meeting with the parents in June to provide an update on the program.

STEM Program Discussion

Mr. Pellegrino continued with the second public forum on any item agenda or otherwise. Mr. Pellegrino closed the public forum seeing no public participation.

48. **Public Forum**

Public Forum

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

49. **Executive Session**

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.

Executive Session  
(continued)

**NOW, THEREFORE BE IT RESOLVED** by the Manasquan Board of Education that the Board shall go into Executive Session to discuss the following items:

- X   1. Confidential Matters per Statute or Court Order (Pending Litigation)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- X   4. Collective Bargaining (MEA Grievance, Update on MEA Negotiations)
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client
- X   8. Personnel Matters (Hiring, Resignation, Leave of Absence, Employee Performance)
- 9. Imposition of Penalties Upon an Individual

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

*Motion was made by Mr. Loffredo, seconded by Mr. Bolderman, and approved by voice vote of all those present in favor to enter into executive session at 7:30 p.m. MOTION CARRIED*

*Mr. Pellegrino asked for a motion to reconvene the meeting.*

Motion to Reconvene

*Motion was made by Mr. Loffredo, seconded by Mr. Bolderman, and approved by voice vote of all those present in favor to reconvene the meeting at 8:12 p.m. MOTION CARRIED*

*Mr. Pellegrino asked for a motion to approve Manasquan Item #50.*

*Motion was made by Mr. Warren, seconded by Mr. Loffredo, to approve Manasquan Item #50 – Elementary School Personnel, as specified in Document 5.*

*Discussion: None*

*Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mrs. Bossone; Mrs. DiPalma; Mr. Hoverter MOTION CARRIED*

Manasquan Item #50  
E.S. Personnel Document 5

**MANASQUAN**

**Personnel**

**50. Recommend approval of the Elementary School personnel as per Document 5.**

*Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #51.*

*Motion was made by Mr. Furey, seconded by Mr. Vitale, to approve Manasquan/Sending District Item #51 – High School Personnel, as specified in Document M.*

*Discussion: None*

*Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (4) Mrs. Bossone; Mrs. DiPalma; Mr. Hoverter; Mrs. McGarry MOTION CARRIED*

Manasquan/Sending District Item #51  
H.S. Personnel Document M

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

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

MINUTES – May 8, 2018

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

*Motion was made by Mr. Bolderman, seconded by Mr. Furey, and approved by voice vote of all those present in favor to adjourn the meeting at 8:13 p.m.*

**MOTION CARRIED**

Adjournment

**52. Adjournment**

Motion to Adjourn

*Respectfully submitted,*



*Lynn Coates  
Board Secretary*