

BOARD OF EDUCATION
Borough of Manasquan

The Combined Committee of the Whole Meeting and Regular Public Meeting of the Manasquan Board of Education was held in the Manasquan High School Auditorium, 167 Broad Street, Manasquan, New Jersey, on Tuesday, August 15, 2017.

The Board President, Mr. Pellegrino, delayed calling the meeting to order while waiting for the arrival of board members to reach a quorum. He proceeded with the agenda and requested that everyone join in the Pledge of Allegiance.

1. Pledge of Allegiance

Pledge of
Allegiance

Mr. Pellegrino said the meeting would be conducted as a Committee of the Whole until quorum was reached and moved on to the Presentations.

2. Student Board Representative Report

Mr. Pellegrino opened the Presentation portion of the meeting and introduced Mr. Albert Miller, President of the Monmouth County School Boards Association.

3. Presentations

• **Monmouth County School Board Presentation** – Presented by Mr. Albert Miller, MCSBA President

Presentation
MCSBA
President's
Presentation

Mr. Miller introduced himself and said that over the summer his officers along with himself are trying to visit the local school districts in Monmouth County to discuss programs that the MCSBA offers along with workshop networking. Their initial meeting will be held on September 7th at the Colts Neck Inn. He said that a joint meeting will be held in February with Ocean County School Boards. They are planning to offer the Mandatory Governance Training II, III and IV at the county meeting. They will continue to provide the opportunity for district to bring students to perform music during the dinner session. He said that the meetings are open to all board members and administrators and they encourage participation. Invitations to the MCSBA meetings are provided through email notification.

Dr. Kasyan, on behalf of the board, thanked Mr. Miller for the group's creative focus on the need that School Boards has in talking to each other and including professional development.

• **Strategic Planning Presentation**

Mr. Pellegrino turned the floor over to Dr. Kasyan for the Strategic Planning Presentation.

Strategic
Planning
Presentation

Dr. Kasyan said that about a year ago a focus was put forth for the development of the Strategic Plan for the district. This evening he takes great pleasure in having each of the committees present the six goals that have been established and steps that have been taken to move the plan forward.

The following individuals provided reports on their committee's specific steps in achieving their goal and an updated progress report:

Mr. Place reported on Goal #1 – Communication & Engagement.

Mrs. Graziano and Mr. Coppola reported on Goal #2 – Instructional Opportunities

Mr. Cahill reported on Goal #3 – Extra-Curricular Opportunities

Mr. Read reported on Goal #4 – Facilities

Mrs. Coates reported on Goal #5 – Health, Safety & Security

Mr. Roach reported on Goal #6 – Staff & Faculty

Mrs. Garrett-Muly asked if the elementary school webpage could be updated with more current information relating to sports and clubs. A copy of the Strategic Planning Presentation will be included in the formal minutes.

Dr. Kasyan introduced Mr. Robert Notley from New Road Construction.

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

Mr. Notley provided an update on the referendum project. He reviewed the overall referendum budget and provided an update on the specific projects currently taking place at the elementary school. Mr. Notley reported that the first round of bids on the high school construction project came in over budget. The second round of bids were received on August 9th and a recommendation is being made to award a contract to Kappa Construction Corp for base bid and two (deduct) alternates in the amount of \$6,936,500. He reported that the landscaping contractor at the elementary school working on the beautification project accidentally cut the underground fiber optic line and Coastal has been contacted to address the repair work. Mr. Notley concluded his presentation. A copy of the August 15, 2017 Update will be included in the formal minutes.

New Road
Construction
Project Update
Robert Notley

A discussion took place on the additional cost of the carbon monoxide detectors. He also addressed a question on liquidated damages for late completion and said that the contract covers this with an arbitrary per day dollar amount. Mr. Notley said that it is the position of his company to monitor the schedule provided by the contractor and make sure they are adhering to the schedule.

Mrs. DiPalma asked if the bid bond from the initial company awarded the fiber optic work would be considered in making up the cost difference with Coastal. Mr. Notley said that a bid bond was not required since this was a Request for Quotation and not a bid. Mrs. Coates said that the difference was around \$1,800 and a bid bond was not required because it was a quotation sent out to three or four vendors. Mr. Gross said that there would not have been a bid bond for a quote. Mrs. DiPalma felt we should request a bid bond. Mr. Gross said that requiring a bid bond would increase the price of the work since the company would have to include the cost of the bond in the price.

Mrs. Garrett-Muly questioned how the landscaping contractor could have been permitted to subcontract out the work. Mrs. Coates said that this was not known to the district and our contract is with Natural Green. Mrs. Garrett-Muly expressed concern with this since the subcontractor would not have the sufficient background checks while working on school property. Mr. Gross said that the financial responsibility would be dealt with and the performance bond would address the issue. He recommended that any further discussion of this matter be conducted in closed session.

Mr. Pellegrino called the meeting to order at 7:34 p.m. and read the following statement.

4. 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

5. Roll Call

Donna Bossone	Terence Hoverter	Thomas Pellegrino
Eugene Cattani - absent	Joseph Loffredo	Alfred Sorino
Linda DiPalma – arrived 6:17	Anne McGarry (SLH) - absent	Tedd Vitale (Brielle)-absent
Mark Furey (Belmar)		Colin Warren - absent
Heather Garrett-Muly – arrived 6:11		

Roll Call

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Michael Gross, Board Attorney; Barbara Kerensky, Director of Curriculum & Instruction; Jesse Place, Director of Technology & Human Resources; and Sandi Freeman, Recording Secretary

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

6. 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

7. 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 and approve the minutes.

8. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Committee of the Whole and Closed Executive Session of July 11, 2017 and the Regular Public Meeting and Closed Executive Session of July 18, 2017. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed executive session no longer exists.

Minutes

Motion was made by Mr. Sorino, seconded by Mr. Hoverter, to accept and approve the minutes as specified in Item 8.

Discussion: None

*Roll Call Vote: Minutes of July 11, 2017 – Ayes (7); Nays (0); Abstain (1) Mr. Furey; Absent (4) Mr. Cattani; Mrs. McGarry; Mr. Vitale; Mr. Warren
Minutes of July 18, 2017 – Ayes (8); Nays (0); Abstain (0); Absent: (4) Mr. Cattani; Mrs. McGarry; Mr. Vitale; Mr. Warren*

MOTION CARRIED

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

9. Discussion Items August 15, 2017 Agenda

• Education, Curriculum & Technology

Dr. Kasyan said reports would be provided this evening by the Director of Curriculum & Instruction and the Director of Technology & Human Resources during the Superintendent's Report. Dr. Kasyan provided a copy of a book by Ken Robinson Ph.D., titled Creative Schools. He said that the district is in the process of creating board goals for this year and is moving in a direction that focuses on schedules, times and a different type of structure regarding instruction. He believes that this author has his finger on the concepts that are being focused on in Manasquan. He asked the board to read the book and develop goals moving forward that focus on the vision for what Manasquan will look like instructionally in the future. Dr. Kasyan said this is not considered as homework since Manasquan does not have home work – we have home learning. Dr. Kasyan said that seeing no

C.O.W.
Discussion Items

Education, Curriculum & Technology

objection by the board further discussion of the book will be planned for the October Committee of the Whole meeting.

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

Dr. Kasyan said personnel would be discussed in Executive Session.

- **Policy**
 - Board Self-Evaluation Update

Dr. Kasyan said the policy focus will be on the Board Self-Evaluation update. He thanked the board for addressing this process and from his perception the self-evaluation is an illustration of moving forward together and bodes well for the board as a whole. He complimented the board and thanked them for the time put in to help with the school district. He turned the floor over to Mr. Pellegrino to provide the update of the 2017 board self-evaluation.

Mr. Pellegrino reviewed the self-evaluation and asked if there were any areas that need further discussion. He said the evaluation indicates that the board is moving in the right direction and he thanked them for taking the time to complete the self-evaluation in a timely fashion. Mr. Sorino said he was impressed in seeing that all board members are on the same page and moving in the same direction.

- **Finance – Agenda Items ***
 - MHS Addition/Renovations Bid

Mrs. Coates said that Mr. Notley did provide information on the Manasquan High School Addition/Renovation Bid opening during his report.

- **Buildings & Grounds/Facilities**
 - CO2 Detector Requirement

Mrs. Coates provided details of the CO2 Detector Requirement in the school buildings. She received an email from the Buildings and Grounds Association of NJ after their meeting with the state. She is still waiting for the state guidelines to come out and a plan is in place to be in compliance with the September 3rd date. She said there will be a 30-day grace period should districts be unable to comply by September 3rd.

- Media Center Renovation

Mrs. Coates said the project is on schedule and the furniture was delivered today. The assembly and placement of the furniture is expected to be completed by this Friday. The ribbon cutting ceremony is tentatively scheduled for the 1st board meeting on September 19th. She said the room looks amazing and encouraged the board members to take a look. She thanked the High School Endowment and Alumni for their contribution towards the project.

- ES Beautification Project

Mrs. Coates said that the sod and irrigation are being added to the front of school. Weed and brush removal along with plantings are included in the project. She said that Mr. Notley previously reported on the fiber optic line being located by the landscapers.

Mrs. Coates reported that the high school track is expected to be complete by the end of September.

Mr. Pellegrino said that the board would be returning to the Media Center for the September 19th meeting and it is planned to have the High School Endowment and Alumni group along with the Raffetto family present at this meeting.

Dr. Kasyan spoke of the retirement of Sean McCarthy, the district's Dean of Students, and felt it would be nice to honor him on September 19th since he is a part of the endowment that made the

C.O.W.
Discussion
Items

Personnel
(Executive
Session)

Policy
Board Self-
Evaluation
Update

Finance
MHS Addition/
Renovation Bid

Building &
Grounds/
Facilities

CO2 Detector
Requirement

Media Center
Renovation

Elementary
School
Beautification
Project

media center possible. He said that the district has had only one person in the position of Dean of Students over the last 25 years and he would like to take this opportunity to thank him for his service on September 19th.

C.O.W.
Discussion
Items

Mr. Pellegrino said in speaking with Mr. McCarthy it is his plan to continue doing all of the extra things he did in the past at Manasquan with relation to the Alumni Foundation and the Hall of Fame.

Dr. Kasyan spoke on the status of the lead testing in the district and said that water has been retested and the areas that need further filtering would have this addressed. Mrs. Coates said estimates are being received to change the fixtures and plumbing to the wall in the areas that had the testing above the allowable level. The bathrooms would be addressed first since water is consumed by the students in these areas.

Lead Testing
Update

Dr. Kasyan said that the district does have a set budget and we are making things happen while being frugal with the budget. Unfortunately it may come to a time that certain things cannot be completed but as of now we are very fortunate to accomplish what we have at this point. He spoke on the benefits being provided by the elementary school beautification project.

Dr. Kasyan continued with the Superintendent's Report.

10. Superintendent's Report & Information Items

Superintendent
Report

Dr. Kasyan said there would be no enrollment report, attendance comparison, fire drills or HIB reports at this time. He thanked the administrators present this evening for making his Superintendent's Report so clear and easy to report by providing him with great statistics.

- **Enrollment– No report for the month**
- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Report, Suspensions & Tardy Reports– No report for the month**
- **HIB Monthly Report – No report for the month**

Enrollment,
Attendance
Comparison,
Fire Drill & Bus
Evacuation
Report
HIB Report
(NO REPORTS)

Dr. Kasyan reported that the district calendar has been revised to allow for an even amount of semester days and this resulted in the change in the date of an in-service day from January 22 to January 29.

- **District Calendar – Revised**
 - **January 22nd – Regular School Day (Changed from In-Service)**
 - **January 29th - Staff In-Service Day, No Students**

Revised District
Calendar

Dr. Kasyan turned the floor over to Mrs. Kerensky.

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

Report of the
Director of
Curriculum and
Instruction

Mrs. Kerensky said that the main focus is to have the students play a more active role in their learning. She reported that there will be presentations by two individuals from Monmouth University during the in-service programs at the start of the school year along with a presentation by Steve Barkley at the December 5th in-service. She spoke on the co-teaching process being utilized in the district. She also spoke on the curriculum re-writing that took place during the summer months. She would provide an update on the International Baccalaureate program at the September meeting. Dr. Kasyan provided some background on Steve Barkley who lives in Switzerland and created the education system in Turkey and has his hands all around in what is happening in Scotland and Great Britain. He said it is awesome that a man of such distinction is coming to Manasquan and will assist in Manasquan moving from differentiation to individualized instruction and personalized learning. Steve Barkley will come and assist in crafting the process to move forward with this method of instruction.

Barbara
Kerensky

Mrs. Garrett-Muly asked if there was an initiative to work with the paraprofessionals who work with children in the classroom. Dr. Kasyan said that there is some professional development planned for them but not enough and this will be our next focus.

Dr. Kasyan turned the floor over to Mr. Place.

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

Mr. Place spoke about the fiber optic cable issue that occurred this morning that knocked out all computer and phone use at the elementary school. He explained that the cable was severed by the landscaping construction and cut off all data connection between the elementary school and the high school's main distribution frame. He said that we were able to take advantage of an old fiber optic cable that was abandoned five years ago and reconnected it to provide temporary service to the elementary school. He thanked Mr. Frank Scott from the technology department for his assistance with the temporary fix to the situation. A Honeywell Alert was sent out notifying parents of the inability to call the elementary school directly; however, the new phone system allows for the re-routing of calls and any calls that did come in were answered at the high school. He is working with Mrs. Coates, Mr. Hudson and Mr. Notley to address the situation as quickly as possible. He reported that the commissioning of the new phone system has been addressed in all the administrative offices and training was conducted for administrative and support staff last Thursday. The current work being addressed is to pushing out the phones to the classrooms and installing the speakers. He said on a good note, through some negotiations with Dell, they recently provided the district with 178 new laptop devices free of charge. They described this as a sales concession with a value somewhere in the neighborhood of \$170,000. These devices will be provided to staff for next year allowing us to preview the device and possibly expand to the students next year. It also allows us to take the staff devices out of the total count that would need to be refreshed next year resulting in a cost savings along with using the old staff devices as back up and spare parts for the students' devices.

Dr. Kasyan said he is impressed with the device chosen for the teachers and this serves as another example of how we are moving forward with technology and that he supports Mr. Place's vision. Dr. Kasyan concluded his report.

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

Recommend approval and acceptance of the Superintendent's Report.

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

Discussion: None

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (4) Mr. Cattani; Mrs. McGarry; Mr. Vitale; Mr. Warren

MOTION CARRIED

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

Report of the
Director of
Technology
and Human
Resources

Jesse Place

Acceptance of
the
Superintendent
Report

Public Forum
on Agenda
Items

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 moved to the Manasquan General Items and asked if there were any items that would require a separate vote. Seeing none, Mr. Pellegrino asked for a motion to approve Manasquan General Items #12 through #34.

Motion was made by Mr. Sorino, seconded by Mrs. Garrett-Muly to approve Manasquan General Items #12 through #34.

Discussion: None

Roll Call Vote: Ayes (7); Nays (0); Abstain (0); Absent (2) Mr. Cattani and Mr. Warren

MOTION CARRIED

Manasquan
General Items
#12 through
#34

MANASQUAN
General Items

12. Secretary’s Report

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

Financial
Reports

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

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 **July 31, 2017** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

Acceptance of
the Secretary’s
Certification

Recommend acceptance of the Secretary’s Financial & Investment Report and the Treasurer’s Report, for the month ending July 31, 2017 per Document A. (The Treasurer of School Moneys Report for the month of **July 2017** is on file in the Business Office and is in balance with the Secretary’s Report).

Secretary’s
Financial &
Investment
Report
Document A

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 **July 31, 2017** 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 July and August** as recommended by the Superintendent of Schools, as per **Document A**.

Budget
Certification
Document A

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

E.S. Central
Funds Report
Document B

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

Purchase
Orders
Document C

Recommend acceptance of the **Cafeteria Report – No Report**.

Cafeteria – NO
REPORT

Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$247,038.84** for the month of **AUGUST, 2017** be approved. Record of checks (**#40746** through **#40752**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$0.00** for the month of **AUGUST, 2017** be approved. Record of checks (**#1051** through **#1051**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **JULY, 2017** at **\$1,460,944.72** and checks (**#40651** through **#40745**) and (**Capital Expense**) for **JULY, 2017** at **\$73,364.50** and checks (**#1044** through **#1050**).

13. **Recommend** approval to increase the 2017-2018 budget to \$26,322,317 (increase of additional state aid in the amount of \$14,009) to be used as follows: 11-190-100-610

14. **Recommend** approval of the Resolution authorizing the issuance for \$12,033,754 Temporary Notes for the Board of Education, authorized by virtue of a proposal adopted by the board on November 15, 2016 and approved by the legally qualified voters of the school district at an election held on January 24, 2017, as per **Document D**.

15. **Recommend** approval of the following Pay Applications for work performed at the Manasquan Elementary School:

- Pay Application #1 Premier Security & Electronics, Inc. \$190,308.75

16. **Recommend** approval of the Flood Renewal Policy with Selective Insurance for the 2017-2018 school year, in the amount of \$11,278.00.

17. **Recommend** approval of the Pollution Insurance Renewal Policy with Tokio Marine Specialty Insurance Company for the 2017-2018 school year, in the amount of \$10,723.65.

18. **Recommend** approval of the following insurance coverage renewals through New Jersey School Insurance Group for the 2017-2018 school year:

- | | |
|---|--------------------|
| • Workers' Compensation – Policy W639A1 | \$137,362.09 |
| • Supplemental Indemnity – Policy 6477-5774 | \$ <u>5,915.80</u> |
| Total Bound Account Premium | \$143,277.89 |

19. **Recommend** approval of the use of the Inmate Labor Program offered by the Monmouth County Sheriff's office during the first two weeks of August 2018 (if available by the Department of Corrections).

20. **Recommend** approval of the continuation of placement of the following 2017-2018 Tuition Free: Child of a Staff Member:

- Student ID# 293160 – Grade 1
- Student ID# 293233 – Grade 1

21. **Recommend** approval of the acceptance of the following 2017-2018 Tuition Free: Child of a Staff Member:

- Student ID# 233577 – Grade 7

22. **Recommend** approval of the acceptance of the following Parent Paid Tuition Students in the 2017-2018 Integrated Preschool Program:

- One (1) Student in the 8:10 a.m. to 10:30 a.m. program – Tuition Rate per Student \$1,028 Student ID# 323586

*Bills
Current
Expense*

*Bills
Capital
Expense*

*Confirmation
of Bills
Current &
Capital
Expense*

*2017-18
Budget
Increase*

*Issuance of
\$12,033,754
Temp. Notes
Resolution
Document D*

*Pay Application
#1 – Premier
Security &
Electronics*

*2017-18 Flood
Renewal Policy*

*2017-18
Pollution
Insurance
Renewal*

*NISIG
Insurance
Renewal –
Workers Comp.*

*Inmate Labor
Program –
August 2018*

*2017-18
Continuation of
Tuition Free –
Child of Staff
Member*

*2017-18
Tuition Free –
Child of Staff
Member*

*2017-18
Parent Paid
Tuition
Students*

- Two (2) Students in the 10:35 a.m. to 12:55 p.m. program – Tuition Rate per Student \$1,028
 Student ID# 323569 Student ID# 323571
- Ten (10) Students in the 8:10 a.m. to 12:55 p.m. program – Tuition Rate per Student \$2,635
 Student ID# 313572 Student ID# 313573 Student ID# 313574
 Student ID# 313575 Student ID# 313213 Student ID# 313215
 Student ID# 313229 Student ID# 313211 Student ID# 313570
 Student ID# 302923

2017-18
 Parent Paid
 Tuition
 Students

23. **Recommend** approval of Barbara O'Boyle to provide physical therapy services not to exceed 400 hours for the 17-18 school year at a rate of \$85.00 per hour, not to exceed \$34,000.00.

B. O'Boyle – PT
 Services

24. **Recommend** approval of Dr. Sandra Kuhn to provide audio-logical consultation/FM system calibration related to student #282568 in the amount of \$200.00.

Dr. Kuhn
 Audio-logical
 Consultation

25. **Recommend** approval of the Superintendent's 2017-2018 Qualitative Merit Goal focused on the referendum construction project.

2017-18
 Qualitative
 Merit Goal

26. **Recommend** the appointment of Justin Roach as the district's designated Affirmative Action / Gender Equality / Title IX Officer for the period beginning August 16, 2017 and ending at the next reorganization meeting of the Manasquan Board of Education.

J. Roach –
 Affirmative
 Action/Gender
 Equality/ Title
 IX Officer

27. **Recommend** approval of the added cost to the Manasquan Elementary School HVAC project with TRANE Building Services to replace the following:

- Two air-cooled condensing units
- One (1) six-ton split system cooling unit

This scope of work will be added to TRANE's scope of work from the referendum project. The cost is \$26,665.

TRANE –
 Additional
 equipment

28. **Recommend** approval of the agreement with BDO Consulting Services LLC., Deanne Opatosky, President, for the purpose of Professional Development – Basic Skills Literacy instruction, during the 2017-2018 school year in the amount of \$6,000, to be paid by Title II funding. (contract pending board attorney review)

BDO Consulting
 Services LLC

29. Request approval of the agreement with Wilson Language Training for the purpose of Reading Program Professional Development Foundations Teacher Training – Grade 3, during the 2017-2018 school year in the amount of \$8,050, to be paid by Title II funds.

Wilson
 Language
 Training

30. **Recommend** approval of the following mileage reimbursement for the 2017-2018 school year:

2017-18
 Mileage
 Expense

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to exceed</u>
Teresa Savage	2017-2018	.31 cents/mile	\$300.00
Kathleen Stonaker	2017-2018	.31 cents/mile	\$300.00
Alissa Boyne	2017-2018	.31 cents/mile	\$200.00
Joan Akins / Speech Therapist	2017-2018	.31 cents/mile	\$200.00

Professional Days

31. **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>
August 24, 25, 2017 October 11, 2017 January 10, 2018 March 20, 2018	Heather Saake	Mercerville	Tools of the Mind Curriculum Workshop	Yes	Registration - \$1,650 Mileage - \$24.80 each trip
August 24, 25, 2017 October 11, 2017 January 10, 2018 March 20, 2018	Marissa Melillo	Mercerville	Tools of the Mind Curriculum Workshop	Yes	Registration - \$1,650 Mileage - \$24.80 each trip
November 3, 2017	Sandra Jo Hill	Waretown	Reading workshop	Yes	None
October 19, 2017	Amy Edwards	Newark	NJIT/IEEE Engineering Workshop	Yes	None

Student Action

Field Trips

E.S. Field Trips

32. **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 12, 2018	Laura Wahl Thomas Russoniello Carrie Eastmond Christine Melfi Andrew Manser Brenan Gordon Kim Ward Kirt Wahl School Nurse (TBD)	Grade 6	Sandy Hook	Explore Ecosystem	Yes-4	None	Student Funds
May 2018 (TBD)	Ann Marie LaMorticella Jessica Woytowicz	Grade 3	Monmouth Park	Service Animals	Yes-1	Bus - \$300	None
June 2018 (TBD)	Ann Marie LaMorticella Amelia Gliddon	Grade 5/6 STEM	Belmar	STEM Makerfest	Yes-2	Program Fee-\$100	None
May 2018 (TBD)	Ann Marie LaMorticella Amelia Gliddon Teresa Reichy Jaimee McMullen	Grade 5-8 G&T	Brielle	Academic Challenge Competition	No	Program Fee-\$250	None
May 2018 (TBD)	Ann Marie LaMorticella	Grade 7	Belmar	Forensic Science - STEM	No	None	None

MINUTES – August 15, 2017

March 2018 (TBD)	Ann Marie LaMorticella	Grades 5/6	Spring Lake Heights	STEM Robotics	No	None	None
March 2018 (TBD)	Ann Marie LaMorticella Desiree Faul	Grade 4	Point Pleasant	STEM Robotics	Yes-1	Program Fee-\$275	None
March 12, 2018 March 14, 2018	Ann Marie LaMorticella Eric Clark Andrea Trischitta	Grade 7	Middletown	G&T Music and Movies	Yes-2	Bus-\$450	None
February 2018 (TBD)	Ann Marie LaMorticella Rosa Russo Christina Virok	Grade 8	Ellis Island	World Language	Yes-3	None	MESE F Funds
February 2018 (TBD)	Ann Marie LaMorticella Thomas Russoniello	Grade 6-8	Spring Lake Heights	Geography Bee	Yes	None	None
January 19, 2018 January 20, 2018	Ann Marie LaMorticella Teresa Trumpbour	Grade 5	Newark Middletown	Visual Arts	Yes-1	Bus- \$480	None
December 2017 (TBD)	Ann Marie LaMorticella Andrea Trischitta	Grades 7/8	Sea Girt	Poetry Convocation Slam	Yes-1	None	None
October 2017 (TBD)	Ann Marie LaMorticella Rosa Russo Christina Virok	Grade 8	New York City	Cloisters Museum	Yes-3	None	MESE F Funds
October 17, 2017 October 24, 2017	Ann Marie LaMorticella Laura Wahl	Grade 6	Middletown Buhler Space Center	Space Convocation	Yes-1	Bus-\$400	None
December 2017 (TBD) March 2018 (TBD)	Ann Marie LaMorticella Andrea Trischitta Michele McNelis	Grade 8	Lincoln Center- NYC Middletown Arts Center	Poetry Slam	Yes-2	Bus-\$250	None
October 18, 2017	Margaret Polak Heather Saake Paraprofession al (2-TBD)	Pre-K	Allaire Community Farm	Unit Study Experience	No	None	Stu- dent Funds

E.S. Field Trips

October 10, 2017	Oriana Kopec Christine Rice Heather Saake	Student Council Grades 6/8	Trenton	Student Council Fall Conference	Yes-3	Bus Cost - <i>pending</i>	None
January 10, 2018	Oriana Kopec Amy Young Heather Saake	Student Council Grades 6/8	Trenton	Student Council Winter Conference	Yes-2	Bus Cost - <i>pending</i>	None
May 23, 2018	Oriana Kopec Christine Rice Heather Saake	Student Council Grades 6/8	Jackson	Student Council Spring Conference	Yes-3	None	Stu- dent Funds

*E.S. Field Trips
(continued)*

Placement of Students on Home Instruction

33. **Recommend** that the following student(s) be placed on home instruction, as recommended by the Child Study Team: **None at this time**

*Home
Instruction
(No Report)*

Placement of Students Out of District

34. **Recommend** approval of the 2017-2018 External Placement list that reflects tuition costs (Transportation costs to be determined once routes are established), as per **Document E**.

*Out of District
Placements
Document E*

Mr. Pellegrino moved to the Manasquan/Sending District General Items and asked if there were any items that would require a separate vote. Seeing none, Mr. Pellegrino asked for a motion to approve Manasquan General Items #35 through #53.

*Manasquan/
Sending
District Items
#35 through
#53*

Motion was made by Mrs. Garrett-Muly, seconded by Mr. Sorino, to approve Manasquan/Sending District General Items #35 through #53.

Discussion: None

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (4) Mr. Cattani; Mrs. McGarry; Mr. Vitale, Mr. Warren
MOTION CARRIED

MANASQUAN/SENDING DISTRICTS

General Items

35. **Recommend** approval of the *Revised 2017-2018 School Year Calendar* as per **Document 1**.
36. **Recommend** approval of the Initial Application for Temporary Instructional Space for the 2017-2018 school year as a result of the Referendum Project and the submission to the County Office of Education.
37. **Recommend** approval to rescind the Request for Quotation from Tricomm Services Corporation and cancel Purchase Order 18-000262, in the amount of \$24,200, for the re-routing of the Fiber Optic line serving Manasquan High School that was previously approved at the July 11, 2017 meeting.
38. **Recommend** approval of the Request for Quotation from Coastal Communications, in the amount of \$26,023.20, for the re-routing of the Fiber Optic line serving Manasquan High School. (Pending review and approval by the board solicitor.)
39. **Recommend** approval for Robert Miller Flooring Co. to provide additional work at the Manasquan High School regarding the track resurfacing project, in the amount of \$11.20 per square foot, not to exceed \$11,500 (TCPN Contract # R5224).

*2017-18
Revised
Calendar
Document 1*

*Temporary
Instructional
Space
Application*

*Tricomm
Services –
Rescind of
Contract*

*Coastal Comm.
–Fiber Optic re-
routing*

*Robert Miller
Flooring Co. –
Manasquan
Track
Resurfacing*

40. **Recommend** approval of the following Request for Obsolete Equipment Disposal as per **Document 2.**

- Miscellaneous Science Department items
- Technology Supplies and Equipment

*Obsolete
Equipment
Document 2*

41. **Recommend** acceptance of the following Parent-Paid Tuition Students in the Manasquan High School for the 2017-2018 school year, at the yearly tuition rate of \$7,000 per student:

- Student ID# TBD - Grade 9 (DM)
- Student ID# TBD - Grade 11 (JH)

*2017-18 Parent
Paid Tuition
Students*

42. **Recommend** approval of the following pay rates for non-staff at school sponsored events for the 2017-2018 SY:

Ticket Sellers - \$55.00 Ticket Takers - \$50.00 Security - \$50.00
Clock Operators - \$45.00 Public Address Announcer for Varsity Games - \$50.00

*Pay Rates –
Non-staff at
School
Sponsored
Events*

43. **Recommend** approval of the continuation of placement of the following Parent-Paid Tuition Student in the Manasquan High School for the 2017-2018 school year, at the yearly tuition rate of \$7,000:

- Student ID# 193276 - Grade 11

*2017-18
Continuation of
placement –
Parent Paid
Tuition Student*

44. **Recommend** approval of the following mileage reimbursement for the 2017-2018 school year:

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to exceed</u>
Lynn Coates	2017-2018	.31 cents/mile	\$500.00
Pamela Cosse	2017-2018	.31 cents/mile	\$600.00
Robert Kehoe	2017-2018	.31 cents/mile	\$600.00
Susan Lord Van Note	2017-2018	.31 cents/mile	\$600.00
Elizabeth Rudder	2017-2018	.31 cents/mile	\$200.00
Kelly Balon	2017-2018	.31 cents/mile	\$400.00
Margaret Polak	2017-2018	.31 cents/mile	\$600.00

*2017-18
Mileage
Expense*

45. **Recommend** approval of the acceptance of bids for the Manasquan High School Addition and Renovations and award of contract to Kappa Construction Corporation, as per **Document 3.**

*Acceptance of
Bids – MHS
Addition/
Renovations
Document 3*

46. **Recommend** approval to authorize the School Business Administrator to execute a contract to Kappa Construction Corporation, for the Manasquan High School Addition and Renovations, in the amount of \$ 6,936,500 (base bid plus deduct alternates #6 and #7).

*Award of
Contract
Kappa
Construction
Corp.*

47. **Recommend** approval of the Director of School Counseling Services position and job description, as per **Document 4.**

*Director of
School
Counseling
Svcs.
Document 4*

48. **Recommend** approval of the agreement with Monmouth University, services provided by Carol McArthur, Professor of Special Education and Tina Cesario, Adjunct Professor of Special Education, for the purpose of three (3) workshop presentations in the amount of \$750. (pending attorney review)

*Monmouth
University –
Workshop
Presentations*

49. **Recommend** approval of the use of the following facilities for athletic use for the 2017-2018 school year, pending contract approval:

- Aerial Gymnastics
- Quail Ridge Golf World

*2017-18
Contracts
Aerial Gymn.
Quail Ridge
Golf World*

Professional Days

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

H.S.
Professional
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
October 23,24,25, 2017	Donna Bossone	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$30.00 Hotel - \$291.00 Meals/Incidentals - \$160.00
October 24, 25, 2017	Alfred Sorino	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$20.00 Hotel - \$194.00 Meals/Incidentals - \$96.00
October 23, 24, 2017	Eugene Cattani	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$20.00 Hotel - \$194.00 Meals/Incidentals - \$96.00
October 23, 24, 2017	Terence Hoverter	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$20.00 Hotel - \$194.00 Meals/Incidentals - \$96.00
October 24, 25, 2017	Thomas Pellegrino	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$20.00 Hotel - \$194.00 Meals/Incidentals - \$96.00
October 23,24,25, 2017	Lynn Coates	Atlantic City	NJSBA Workshop	No	Tolls - \$10.00 Parking - \$30.00
October 23,24,25, 2017	Dr. Frank Kasyan	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$30.00 Hotel - \$291.00 Meals/Incidentals - \$160.00
October 6-7, 2017	Lorraine Koenig	Brooklyn	Economic Education Annual Conference	Yes	Registration - \$157.50 Mileage - \$38.56
October 6-7, 2017	John Driscoll	Brooklyn	Financial Literacy and Economic Education Conference	Yes	Registration - \$175.00 Mileage/Tolls/Parking - \$230.00
October 11, 12, 13, 2017	Matthew Hudson	Jersey City	NJRPA Playground Safety Inspectors Certification Course & Exam	No	\$625.00 (course & exam fee)

May 8, 2018	Sandi Freeman	Mt. Laurel	NJASBO 2017-2018 Professional Development Program	No	Registration - \$100.00 Mileage - \$37.37
September 12, 2017 October 10, 2017 December 19, 2017 January 18, 2018 February 15, 2018 March 15, 2018 April 17, 2018	Lynn Coates	Mt. Laurel M. Laurel Robbinsville Mt. Laurel Mr. Laurel Mr. Laurel Mt. Laurel	NJASBO 2017-2018 Professional Development Programs	No	Registration -\$700.00

H.S.
Professional
Days
(continued)

Student Action

Field Trips

51. Recommend approval of the field trips listed below: None at this time

H.S. Field Trips
(No Report)

Placement of Students on Home Instruction

52. Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team: None at this time

Home
Instruction
(No Report)

Financials

53. Recommend acceptance of the following High School Central Funds Report for the month ending July 31, 2017 as per Document 5.

H.S. Central
Funds Report
Document 5

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

54. Old Business/New Business

Old Business /
New Business

Under New Business – Mr. Pellegrino asked Mrs. Graziano when the letters notifying students of their teachers would be mailed out. Mrs. Graziano said they would be mailed out tomorrow.

Student
Notification
Letters

Mr. Pellegrino referred back to a decision made some time ago by the board to eliminate the on-sight sports physicals afforded by the board to the students. He spoke with Dr. Kasyan after speaking with Mr. Cahill and parents to possibly explore the opportunity to bring the sports physicals back into the district. He said this is creating a hardship for some of the students and parents to address this requirement. A nurse is present in district to sort through the forms and since some students do not have the proper paperwork in place it sets back the students participation in the fall sports program. He asked the board to reconsider providing the physicals to the students.

On-Sights
Sports
Physicals

Dr. Kasyan spoke on the importance of discussing this now because on Wednesday, the Be Proud Program will be presented to the students and parents during the tablet distribution and freshman orientation. In order to move forward with the Be Proud program the high school must be certificated to take samples for the testing. He provided the criteria that must be in place relating to the doctors and nurses in order to carry out this program. In addressing Mrs. Garrett-Muly's question, Dr. Kasyan said that it was decided several meetings ago not to make this a mandatory meeting but to present the program at a time that a good amount of people would be present.

Be Proud
Program

Mrs. Garrett-Muly asked if the student information form could be consolidated on one electronic form. Mr. Place said that this has been researched and discussed administratively with the emergency cards possibly being the one area that will be addressed this year.

Electronic
Student
Information
Form

Mr. Pellegrino spoke on a discussion that has taken place during the president/vice president meetings with Dr. Kasyan relating to a strength and conditioning coach position for the district. Dr. Kasyan said that there are many students actively engaged in athletics in the district and the coaches felt there was a need for someone to come in to assist with strengthening and conditioning as well as nutritional needs. A \$14,000 increase in the budget was received and in the meeting a discussion

Strength and
Conditioning
Coach Position

took place on where to assign these funds and he would like to discuss putting it towards a strength and conditioning coach. He would like to develop and job description and see what the cost would be for this position. Mrs. Garrett-Muly asked that if we do move forward with this position the individual would work with all of the sports and create pre-season workouts. Mr. Pellegrino said the job description would allow for this person to be instrumental in the off-season for every sports as well as in-season. Mr. Loffredo asked if the equipment in district would be suitable for use by this individual. Dr. Kasyan said that one of his goals would be to develop a state of the arts weight facility; however, he believes that there are adequate tools in place to start the program and have it be effective.

Strength and
Conditioning
Coach Position
(continued)

Mr. Pellegrino opened the second public forum.

55. Public Forum

Public Forum

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

56. Executive Session

Executive
Session
Statement

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 sixty (60) minutes after

which the public meeting of the Board shall reconvene and proceed with business; and

WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

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

- X 1. Confidential Matters per Statute or Court Order (Personnel)
- 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
- X 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.

Motion was made by Mr. Sorino, seconded by Mrs. Bossone, and approved by voice vote of all those present in favor to enter into executive session at 8:22 p.m. **MOTION CARRIED**

Motion to
Enter Executive
Session

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

Motion was made by Mr. Hoverter, seconded by Mr. Loffredo, and approved by voice vote of all those present in favor to reconvene the public meeting at 8:45 p.m. MOTION CARRIED

Motion to Reconvene

Mr. Pellegrino asked for a motion to approve Manasquan Item #57 – Elementary School Personnel.

Motion was made by Mr. Sorino, seconded by Mrs. DiPalma, to approve Manasquan Item #57 – Elementary School Personnel, as specified on Document E.

Discussion: None

Roll Call Vote: Ayes (7); Nays (0); Abstain (*2); Absent (2) Mr. Cattani and Mr. Warren

*Mrs. Garrett-Muly on 6-1 Erik Ertle, Mr. Loffredo on 6-1 Matina Loffredo

MOTION CARRIED

Manasquan Item #57

MANASQUAN

Personnel

57. Recommend approval of the Elementary School personnel as per Document F.

E.S. Personnel Document F

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #58 – High School Personnel.

Motion was made by Mr. Hoverter, seconded by Mr. Loffredo, to approve Manasquan/Sending District Item #58 – High School Personnel, as specified on Document 6 and 6-1.

Discussion: None

Roll Call Vote: Ayes (8); Nays (0); Abstain (*2); Absent (4) Mr. Cattani, Mrs. McGarry; Mr. Vitale, Mr. Warren

*Mrs. Garrett-Muly on 6-1 Erik Ertle, Mr. Loffredo on 6-1 Matina Loffredo

MOTION CARRIED

Manasquan/Sending District Item #58

MANASQUAN/SENDING DISTRICTS

Personnel

58. Recommend approval of the High School personnel as per Document 6.

H.S. Personnel Document 6 & 6-1

Mr. Pellegrino asked for a motion to adjourn.

Motion was made by Mr. Sorino, seconded by Mr. Hoverter, and approved by voice vote of all those present in favor to adjourn the meeting at 8:48 p.m. MOTION CARRIED

Adjournment

59. Adjournment

Motion to Adjourn

Respectfully submitted,



Lynn Coates

Recording Secretary