

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, November 13, 2018.

The Board President, Mr. Pellegrino, called the meeting to order at 6:00 p.m. and read the Opening Statement.

1. Call to Order

Opening Statement: Pursuant to N.J.S.A. 10:4-10, notice of this meeting has been provided by publication in the Asbury Park Press, the Coast Star and posted in the Borough Hall of Manasquan and in the schools within the time limits prescribed by law.

Call to Order

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

2. Pledge of Allegiance

Pledge of Allegiance

3. Roll Call

<i>Bruce Bolderman</i>	<i>Mark Furey (Belmar)</i>	<i>Thomas Pellegrino</i>
<i>Donna Bossone – arrived 6:52</i>	<i>Terence Hoverter</i>	<i>Alfred Sorino</i>
<i>Eugene Cattani</i>	<i>Joseph Loffredo</i>	<i>Stephen LaValva (Brielle)</i>
<i>Linda DiPalma</i>	<i>Anne McGarry (SLH)</i>	<i>Colin Warren - absent</i>

Roll Call

**Brielle Board of Education Board Representatives Tedd Vitale 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; Kennedy Miller, Student Board Representative.

Absent: Finn Cuozzo, Mary Mills and Casey Campbell, 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

Statement to the Public

for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

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

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

Discussion: None

Roll Call Vote: Ayes (10); Nays (0); Abstain (0); Absent (2) Mrs. Bossone, Mr. Warren

MOTION CARRIED

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of October 16, 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.

Mr. Pellegrino asked Mrs. Coates to administer the Oath of Office to Kennedy Miller. Mrs. Coates congratulated Ms. Miller.

7. Student Board Representative Report

Oath of Office

• Kennedy Miller

Ms. Miller reported on the following Key Club activities. Last month members volunteered at the Fall Festival Chili Cookout, Spring Lake Kitchen Tour, Just Us Girls Run, Manasquan Elks Breakfast, Homework Helpers and PTO meetings at the elementary school. This month members will be at the Good Samaritan Center, the Turkey Run and the Light of Life Walk of Remembrance. The members will attend the Christmas Tree lighting in Brielle. They just finished the holiday wreath sale and will start the Thanksgiving Food Drive to collect canned goods and coupons.

Mr. Pellegrino thanked Ms. Miller for her report and asked for a motion to accept the Student Board Representative Report.

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

Discussion: None

Roll Call Vote: Ayes (10) Nays (0); Abstain (0); Absent (2) Mrs. Bossone, Mr. Warren

MOTION CARRIED

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

8. Presentations

Dr. Kasyan asked Ms. Miller if the amount of homework assigned has increased or decreased if we gauge from September to tonight. Ms. Miller said it has remained the same but as a senior she believes the teachers take into consideration the preparation of college applications. She feels that for her the amount of homework has been fair. She said the unit lunch is working out very well for her.

Dr. Kasyan thanked the board for being student centered and by starting the meeting by focusing on the accomplishments of the students. Dr. Kasyan introduced and congratulated the Elks students of the months and presented them with Certificates and Wally Bucks. He thanked them for their service to the community.

- **Elks Elementary School Student of the Month for October- Julian George**
- **Elks Teenager of the Month for October- Madison Lyons**

Minutes

Student Board
Representative
Report

Oath of Office
K. Miller

Acceptance of
Student Board
Report

Presentations

Elks Students
of the Month

Dr. Kasyan congratulated the students that are participating in the Lemelson-MIT InvenTeam grant program. He asked Mrs. Amy Edwards, the coordinator of the program, to join him at the podium. Mrs. Edwards explained the program, the grant writing process and the students' project. Dr. Kasyan thanked Mrs. Edwards for her efforts in making the engineering academy a success. Mrs. Edwards introduced the students and presented them with Certificates and Wally Bucks.

Lemelson-MIT
InvenTeam
Students

- **Lemelson-MIT InvenTeam Students**

Dr. Kasyan introduced Michaela Read, the high school girls' gymnastics team coach and thanked her for her due diligence with the team that resulted in a championship. Ms. Read thanked the board for the recognition and the parents for their support. She said that the program consists of five girls this year and that accomplishing an undefeated division championship for the first time in school history is huge. She expressed pride in the team for their accomplishments. Dr. Kasyan presented the team members with a medals, certificates and Wally Bucks.

High School
Girls
Gymnastics
Team

- **High School Gymnastics Team**

Dr. Kasyan acknowledged the accomplishments of Colin Flood as the 2018 Cross Country Champion. Colin was not in attendance this evening. Dr. Kasyan will present a plaque to him tomorrow during the unit lunch.

Cross Country
Champion
Colin Flood

- **Colin Flood - Cross Country Champion**

Dr. Kasyan called for a brief recess to partake in celebratory cookies.

Mr. Pellegrino turned the floor over to Robert Notley for the project update.

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

Mr. Notley provided a monthly update on the referendum project. He reviewed the program summary and overall referendum budget and program schedule. He reported the high school addition and renovations is still in progress and the elementary school site improvements are substantially complete with an as-built survey still pending receipt from the contractor. A credit change order is on the agenda for board approval from the remaining amount of unsuitable soils allowance. Mr. Notley provided an update on the progress of the high school renovations and additions and reported that the project is currently 88% complete with a substantial completion date from the contractor of December 21st with around three weeks of close-out and punch list work remaining after which the project will be deemed final. He reported that there were three change orders relating to the high school construction project with the majority being in change order #3 for the purchase of the dust collection system for the industrial arts building. He provided progress photos in his report for both the elementary school and high school projects. New Road Construction Managements is now on-site part time and conducting bi-weekly construction meetings with Kappa in addition to closing out the contract with Your Way Construction for the elementary school site improvement project.

New Road
Construction
Project Update
Robert Notley

Dr. Kasyan thanked Mr. Notley and Mr. McDermott for a fabulous job in overseeing the project and holding very tight to the budget. Mr. Pellegrino asked how the site restoration would be accomplished during the winter months. Mr. Notley said that the contractor will bring in top soil and will return in the spring to seed. He said discussion has taken place with the contractor to provide a change order request for sod installation. Mr. Pellegrino asked how the responsibility of the contractors carries over to the spring. Mr. Notley said the contractor has a 2-year maintenance bond for 100% of the cost of the project and if they do not complete the work their bonding company will be notified and contact the contractor to finish the work or have someone else take care of the work. Dr. Kasyan said he would like to see the front of the building with sod.

- **Edwards Engineering Construction Project Update – Presented by Beth Kenderdine**

Ms. Kenderdine provided an update on the elementary school site renovations that included restoration of the parking lot and fields. She said the project was progressing smoothly until the beginning of September when Your Way Construction started pushing the schedule further back in order to install the sod due to weather related issues. Once the sod was installed it was found to be poorly installed and not within the terms of the specifications. She said that Edwards Engineering evaluated the sod and provided Your Way Construction with recommendations on how to fix the problems. She said that after Your Way Construction re-worked the areas it looked somewhat better with some seams still showing and this will be addressed in the spring if it does not show improvement. She said the field will be reevaluated in the spring to see if any retrofitting is in order. Dr. Kasyan thanked Ms. Kenderdine and Mr. Notley for their due diligence with this project. He asked if it would be possible to hold payment until the spring. She wouldn't recommend holding the entire payment but she would not close out the project until the spring. She said that after closing out the project Your Way's maintenance bond would take effect and Your Way would be responsible for addressing any issues for another year. Dr. Kasyan does not have any confidence that Your Way would maintain the field nor that they will fix any issues. A discussion took place on the amount of financial hold back on the project and the lack of quality regarding the installation of the sod. On the advice of Mr. Notley with agreement by Mr. Gross the discussion was contractual in nature and would continue in closed session.

Dr. Kasyan concluded the presentations for this evening.

Mr. Pellegrino turned the floor over to Dr. Kasyan for the discussion items for the November 13, 2018 agenda.

9. Discussion Items November 13, 2018 Agenda

- **Education, Curriculum & Technology**

- Survey – Fine and Performing Arts Academy

Dr. Kasyan focused on the Fine and Performing Arts Academy and asked Mrs. Kerensky and Mrs. Kenney to provide information on this academy. He said surveys have been conducted in the community and with the student body and this information has been provided to the board in the Friday Packet. He informed the board that a posting would be made tomorrow for the position of Coordinator of the Fine and Performing Arts Academy. He said discussion took place at today's meeting with staff and the name of the academy may change. He explained the importance of having a coordinator in place prior to the start of the academy to assist the committee with the development of the program and curriculum. Mrs. Kerensky spoke on the steps that have been taken to date by the committee with the development of the philosophy and direction of the program. A visit was made to Howell to look at their performing arts academy. Mrs. Kenney reported on a meeting held today that focused on the mission statement and sequence. It was decided that the group would work on the mission statement and the course sequences and provide a report at the January board meeting. She said based on survey results the focus will be on music, art and dance. Mrs. Kenney explained how current courses would be incorporated into the academy. The committee will meet again to review their vision for the program. Dr. Kasyan said this academy has been in the planning stages for two years with the committee formed last September. Parent and student surveys have been conducted and there is a broad interest in this academy with a focus on dance and photography. He plans for the doors of this academy to be opened in September. Teachers will develop the curriculum and present it to the board well in advance with a budget developed along with a space found for the academy. Dr. Kasyan is speaking with the endowment to discuss ways that they can help. He feels that plans are moving along in a positive manner. Mr. Cattani asked if September is a reasonable start date. Dr. Kasyan said that space may be the only deciding factor but he is dealing with this and will return in February with an update. Dr. Kasyan said he would like to start with two classes next year. Mrs. Kerensky said the aside from the dance instructor there are teachers currently on staff that can teach these courses. Dr. Kasyan complimented the committee on their excitement in working on this program.

Edwards
Engineering
Construction
Project Update
Beth
Kenderdine

Discussion
Items for
November 13,
2018 Agenda

Education,
Curriculum &
Technology

Fine and
Performing
Arts Academy

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

Dr. Kasyan said personnel will be discussed in executive session.

Dr. Kasyan said there are several policies to be reviewed and addressed this evening.

- **Policy - Agenda Items***

- 2019 Board Meeting Schedule*

The 2019 board meeting schedule will be approved with combined monthly meetings next year.

Policies for Discussion

- P7424 – Bed Bugs
- P8454 – Management of Pediculosis

Dr. Kasyan said that bed bugs and lice policies are being reviewed and these circumstances are dealt with when they occur. If anyone has any changes please let him know.

Policy for 2nd Reading*

- P2330 - Homework and Assessments Policy*

Dr. Kasyan asked the board to review the homework and assessment policy and referred to the areas in bold text. A discussion took place on #7 and the inclusion of a time limit being placed on homework. It was decided that the first sentence in #7 be removed from the policy. Dr. Kasyan said he wants the students to be able to participate in after school activities but he also finds it important that they practice their skills in order to gain those skills. He continued with #8 and said it was suggested to remove the second paragraph. Dr. Kasyan explained that the administration and the teachers felt that this wording was not necessary and instructionally was not the best thing to do. Mrs. Kerensky said that she has not heard as many problems and struggles being had by the students at this time. Mrs. Kenney agreed and said in speaking with the counselors the conversations they are having with the students and parents have gotten dramatically better than a month ago. Mrs. Kerensky also said it was recommended to remove the last sentence in the 3rd paragraph as it relates to the second paragraph that was being removed. Dr. Kasyan said the policy will be reviewed monthly.

Dr. Kasyan said that when the board approved the Superintendent's Report this evening it will include the changes in the policy.

Policy for 1st Reading*

- P&R7510 – Use of School Facilities/Fields*

Dr. Kasyan referred to the Policy 7510. There are no changes to the policy and tonight will be the first reading. Any changes will be reflected in bold at the 2nd reading.

Dr. Kasyan continued with Finance and turned the floor over to Mrs. Coates.

- **Finance**

- 2019-2020 Budget Process

Mrs. Coates reported that the budget plan of action is on schedule with the budget roll out held yesterday with the administrative team. Their budgets will be developed and submitted to Dr. Kasyan and herself by January 4th. She will communicate with the sending districts in the upcoming weeks to request their projected enrollment counts for the 2019-20 school year. The board's finance committee will begin to meet in January and early February.

- 2017-2018 Audit

Mrs. Coates reported that the audit process is well underway and will be completed by December 21st which is a newly established date since the state has not yet released detailed information that the auditors need to complete the report. She will provide the board with an electronic version of the audit once available and the auditor will be more than likely at the January board meeting to present the audit.

Personnel
(Executive
Session)

Policy

2019 Board
Meeting
Schedule

P7424 – Bed
Bugs
P8454 –
Management
of Pediculosis

Policy 2nd
Reading
P2330 –
Homework &
Assessment
Policy

Policy 1st
Reading
P&R7510 – Use
of School
Facilities/Fields

Finance

2019-2020
Budget Process

2017-2018
Audit

Dr. Kasyan continued with Buildings & Grounds/Facilities and turned the floor over to Mrs. Coates.

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

- Property Sale – Sea Girt Avenue

Mrs. Coates referred to discussion that took place about a year ago on the potential sale of the property owned by the district that faces Sea Girt Avenue. An appraisal was conducted and the property was appraised at \$290,000. A diagram was provided to the board in Virtual Handouts with a highlighted sections of the property. The board was asked to consider if there was any interest in moving forward with putting the property up for sale. Dr. Kasyan said this would be addressed during the executive session of the meeting.

- Ribbon Cutting Ceremony – December 11th

Mrs. Coates reported that a tentative Ribbon Cutting Ceremony was planned for December 3rd and it has been pushed back to December 11th at 3:30 p.m. Invitations will go out closer to that date. Dr. Kasyan reported that the color of the track is not the color expected and shown on the drawing. After discussion with the engineering firm and contractor it was decided that this track will be removed and replaced with the correct color approved by the president and vice president. Dr. Kasyan didn't think the replacement would take place prior to the Ribbon Cutting Ceremony but it will be replaced with no additional cost to the district.

- HS Guidance Area/HS Room 202

Mrs. Coates reported that after a unit ventilator leak staff members reported an odor in room 202 as well as visible spores in two guidance offices. Staff and students were relocated and ServPro was in last Friday to remediate these areas and final air sampling was taken yesterday afternoon. Results are expected tomorrow.

- Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists*

Mrs. Coates reported that the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists are normal reports submitted to the board every November and are in conjunction with the QSAC submittal next month. These reports are on the agenda this evening for board approval.

Dr. Kasyan continued with his Superintendent's Report.

10. Superintendent's Report & Information Items

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

- **Enrollment– Document A**

- **Total Enrollment– 1,514**

- **High School – 969**
- **Elementary School – 545**

Dr. Kasyan reported on the fire drills, evacuation drills and lockdown drills conducted in both schools during the month of October that met state statutes, as specified in Document B.

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

- **Fire Drill Reports**

- **High School:**

- **October 9th – Fire Drill**
- **October 24th – Evacuation Drill**

- **Elementary School:**

- **October 11th – Lockdown**
- **October 23rd – Fire Drill**

Buildings &
Grounds/
Facilities

Property Sale –
Sea Girt
Avenue

Ribbon Cutting
Ceremony –
December 11th

HS. Guidance
Area/HS Room
202

Comprehensive
Maintenance
Plan Report,
M-1 & Facilities
Checklists

Supt's Report &
Information
Items

Enrollment
Document A

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

Dr. Kasyan provided details on the HIB Monthly Report, as specified in Document C.

- **HIB Monthly Report – Document C**
 - **High School:**
 - **One Incident – 1 Not HIB**
 - **Elementary School: No Report for the Month**

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 referred to an outline provided on CANVAS on pacing in curriculum with the new schedule. The outline indicated the types of professional development and training provided to the teachers. A curriculum check will be conducted for QSAC in each department. Mrs. Kerensky and Mrs. Kenney will be meeting with sending district superintendents in December to get feedback on the incoming freshman class and in the spring both our teachers and those from the sending districts will get together to articulate. Parent conferences are scheduled for next week on Monday and Tuesday with an excellent turnout. Dr. Kasyan also provided the board with a comparison between last year's quarter grades and this year's quarter grades. He said that the administrative team has been reviewing this weekly with their departments to ensure that the schedule has not had any negative impact on the student population. He feels there has not been any negative impact.

Report of the
Director of
Curriculum &
Instruction
Mrs. Kerensky

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 reported that the district technology staff completed the data center move from the prior location on the ground floor to the second floor of the new addition. He thanked Mr. Notley and Mr. McDermott from New Road Construction Management and Kappa Construction for their assistance with making the necessary preparations for the move.

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

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

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

Mrs. Kenney reported on anti-bullying month and Red Ribbon Week activities that took place at the elementary school. Mrs. Kenney and the elementary school counselors met to review a program called 180 Turning Lives Around that will be presented to the 8th grade students in December on dating violence and consent. Mrs. Kenney and Ms. Saliski visited the sending districts on transition programs that were attended by both 7th and 8th grade students and their parents to highlight Manasquan High School. A 2-night Open House was held on October 24 and 25 with a good turnout by 8th grade students. The Freshman for a Day program has been well received by the students and between now and February there are eight different days set up for this program. She said that the recruiting process is a big part of the school counseling office and a big focus has to be placed on the transition. She appreciates the value of the transition program and will review the program to see how to structure it to provide more opportunities for the counselors to focus on their specific groups of students. The College Fair was very successful with over 75 colleges in attendance on October 18th. She explained the importance of the school profile and how it is an important component in the students' college application process.

Report of the
Director of
School
Counseling
Services
Mrs. Kenney

Dr. Kasyan thanked Mrs. Kenney for her report.

Dr. Kasyan spoke on the Landtek payment application that will be verbally added to tonight's agenda for approval and reported that the amount that was originally included for the turf has been removed from the application and will be paid once the turf has been installed correctly. Payment will be

Landtek Pay
Application #4

made for those areas of satisfactory completion with the project. Mrs. Coates said that this will be under Pay Application #4, in the amount of \$191,467.50 for non-turf items.

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. Loffredo, to approve and accept the Superintendent's Report.

Discussion: Mrs. Bossone asked for clarification on the voting process. Mrs. DiPalma asked if a breakdown on the elementary school class sizes could be provided in the enrollment report. Dr. Kasyan will provide this in the Friday Packet. Mr. Pellegrino said that he was personally torn with the changes in Policy 2330 and believes there is too much homework. He said the policy making body should be the board of education and this was taken away from the board with the changes made to this policy. He will be respectfully voting no.

Roll Call Vote: Ayes (11); Nays (3) on #9 – Bullet Point 5 -Policy #2330 only – Mr. Cattani, Mrs. DiPalma, Mr. Pellegrino; Abstain (0); Absent (1) 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 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 participation from the public.

Mr. Pellegrino asked if there was a need for a separate vote on Manasquan General Items #12 through #18. Seeing none, he asked for a motion to approve Items #12 through #18.

Motion was made by Mrs. Bossone, seconded by Mr. Bolderman, to approve Manasquan General Items #12 through #18.

Discussion: None

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

MANASQUAN
General Items

12. Recommend approval to amend the 2019 IDEA grant to account for carry over funds in the amount of \$20,182.00 in the Basic Grant (to be applied to outside tuitions) and \$40.00 (to be applied to supply account) in the Preschool Grant.

13. Recommend approval to accept a credit change order between Your Way Construction and the Board of Education in the amount of \$19,133.03. This represents contingency funds that were not utilized and will be returned to the board.

Acceptance
and Approval
of the Supt's
Report

Public Forum
on Agenda
Items
(No
comments)

Manasquan
General Items
#12 - #18

2019 IDEA
Grant
Amendment

Credit Change
Order – Your
Way
Construction

Professional Days

14. **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>
November 16, 2018	Kathleen Stonaker	Middletown	Reading Workshop	No	Mileage-\$12.71
November 27, 2018	Jessica Woytowicz	Piscataway	Math Conference	Yes	Mileage-\$26.10 Registration-\$269.00
October 18, 2018	Mark Levy	New York	STEM Pathways Summit	Yes	Train Transit-\$8.50 Mileage-17.98 Parking-\$30.00
November 2, 2018	Nancy Sanders	Tinton Falls	Lifelines Training	No	None
November 30, 2018	Nancy Sanders	Eatontown	I&RS and 504 Training	No	Mileage-\$9.98
November 27, 2018	Taylor Ames	Piscataway	Math Conference	Yes	Mileage-\$26.10 Registration-\$269.00

Student Action

Field Trips

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

E.S. Field Trips

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
April 17, 2019	Cheryl Femenella Lauren Maslihan Jessica Woytowicz Danielle Romano	Grade 3	Jackson	Safari Tour	Yes-1 Nurse	None	2 Buses-\$774 Student Funds
May 3, 2019	Donna Mead Lauren Buss Michele Sayre Kristin Minutoli Nurse (TBD)	Grade 2	Allaire Farm	Science – Habitat Experience	Yes-1 Nurse	None	2 Buses-\$600 Student Funds
April 4, 2019	Donna Mead Lauren Buss Michele Sayre Kristin Minutoli	Grade 2	Algonquin Theatre	Language Arts Content Evaluation	No	None	Student Funds
November 20, 2018	Christine Rice	ESL	Manasquan Reservoir	Nature Walk	Yes-1	None	Bus-\$450 MESEF Grant Funds
November 15, 2018 November 16, 2018	Sandra Hill Alyse Leybovich Christine Melfi	Grade - K	Manasquan Police Dept.	Safety and Community Presentation	No	None	None
December 14, 2018	Cheryl Femenella Lauren Maslihan Jessica Woytowicz Danielle Romano	Grade-3	Algonquin Theatre	Visual and Performing Arts Presentation	No	None	Student Funds

December 10, 2018	Anthony Cinelli	Peer Leaders	First Presbyterian Church	Peer Leader Presentation to Sending Districts	No	None	None
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E.S. Field Trips
(continued)

Placement of Students on Home Instruction

16. **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

17. **Recommend** approval of the revised 2018-19 External Placement list that reflects tuition costs and transportation costs, as per **Document 1**.

2018-19 External Placements Document 1

Financials

18. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **October, 2018 as per Document 2**.

E.S. Central Funds Report Document 2

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Items #19 through #28, with the addition of #19A – approval of the LandTek Pay Application #4.

Motion was made by Mr. Sorino, seconded by Mr. Hoverter, to approve Manasquan/Sending District Items #19 through #28.

Discussion: None

Roll Call Vote: Ayes (11); Nays (0); Abstain (0); Absent (1) Mr. Warren MOTION CARRIED

Manasquan/Sending District Items #19 - #28

MANASQUAN/SENDING DISTRICTS

General Items

19. **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 **OCTOBER 31, 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; that the amount of district taxes, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,976,500.00** and that Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

District Taxes

Be It Resolved: Pursuant to N.J.A.C. 6A:23A-16.10 (c)3 the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary’s** certification as of **OCTOBER 31, 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 Secretary’s Certification

Recommend acceptance of the **Secretary’s Financial & Investment Report** and the **Treasurer’s Report**, for the month ending **OCTOBER 31, 2018** per **Document D**. (The Treasurer of School Moneys Report for the month of **SEPTEMBER 2018** is on file in the Business Office and is in balance with the Secretary’s Report).

Secretary’s Financial & Investment Reports 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 **OCTOBER 31, 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 **2018-2019 budgets for OCTOBER and NOVEMBER** as recommended by the Superintendent of Schools, as per **Document D.**

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

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

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$128,857.74** for the month of **NOVEMBER, 2018** be approved. Record of checks (**#43366** through **#43452**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$770.25** for the month of **NOVEMBER, 2018** be approved. Record of checks (**#1295** through **#1297**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **OCTOBER, 2018** at **\$2,742,040.58** and checks (**#43156** through **#43365**) and **(Capital Expense)** for **OCTOBER, 2018** at **\$190,564.24** and checks (**#1274** through **#1294**).

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

19A. Recommend approval of LandTek Group, Inc., Manasquan HS Lower field Improvements – Pay Application #4, in the amount of \$191,467.50 (pending attorney review and approval).

20. Recommend approval of the Superintendent's 2018-2019 Quantitative Merit Goal #2 focused on the development of a Fine and Performing Arts Academy.

21. Recommend approval of the District Nursing Services Plan as per **Document H.**

22. Recommend approval of the 2019 Board of Education meeting dates, as per **Document I.**

23. Recommend approval of the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists, as per **Document J.**

24. Recommend approval of the Request for Obsolete Equipment Disposal for band instruments. This equipment has been determined to be unusable, as per **Document K.**

25. Recommend approval of the request for acceptance of the following student at the Manasquan High School as a "Tuition Free: Child of a Staff Member" for the 2019-2020 school year, in accordance with the MEA Negotiated Agreement:

- Grade 9 (S.C.) – Student ID# to be determined

26. Recommend approval of the following pay applications (*pending attorney review*):

- Kappa Construction Corp. – Manasquan High School Addition & Renovations
 - Pay Application #12 – in the amount of \$1,178,314.71

*Budget
Certification
Document D*

*Purchase
Orders
Document E*

*Cafeteria
Report
Document F*

*Bills (Current
Expense)*

*Bills (Capital
Expense)*

*Confirmation
of Bills (Current
& Capital
Expense)*

*H.S. Central
Funds Report
Document G*

*Pay App #4 –
LandTek Group*

*Supt's 2018-19
Quantitative
Merit Goal #2*

*District Nursing
Plan – Doc H*

*2019 BOE Mtg.
Sched. Doc I*

*CMP, M-1 &
Fac. Checklists
Document J*

*Obsolete
Equip. Disposal
Document K*

*Tuition Free
Child of Staff
Member –
2019-20 Gr. 9*

*Pay App. #12
Kappa
Construction
Corp.*

27. Recommend approval of the creation of a Central Fund account for “Class of 2022”.

Central Fund
Acct. – Class of
2022

28. Recommend approval of combining the individual Central Funds for the Spanish Club and French Club into the Central Fund account of the International Club.

Central Funds –
International
Club

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #29.

Motion was made by Mr. Hoverter, seconded by Mr. Sorino, to approve Manasquan/Sending District Item #29 to reflect changes made during the Superintendent’s Report.

Discussion: None

Roll Call Vote: Ayes (8); Nays (3) Mr. Cattani, Mrs. DiPalma, Mr. Pellegrino; Abstain (0); Absent (1) Mr. Warren **MOTION CARRIED**

Manasquan/
Sending
District #29

29. Recommend approval of the second reading and adoption of the following policy, as per **Document L:**

- o P2330 - Homework and Assessments Policy

P2330 –
Homework &
Assessments
Policy

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Items #30 through #34.

Motion was made by Mr. Sorino, seconded by Mrs. Bossone, to approve Manasquan/Sending District Items #30 through #34.

Discussion: Mrs. McGarry asked the purpose for the review and 1st reading of the Use of School Facilities/Fields policy. Mr. Pellegrino said that the rates have not been changed in the policy at this time but it was being reviewed because of potential use of the new facility and to recognize Manasquan Recreation as their own entity because we share the space at St. Denis with them at times along with their use of our facilities.

Roll Call Vote: Ayes (11); Nays (0); Abstain (0); Absent (1) Mr. Warren **MOTION CARRIED**

Manasquan/
Sending
District Items
#30 - #34

30. Recommend approval of the first reading of the following policies, as per **Document M:**

- o P&R7510 – Use of School Facilities/Fields

1st Reading
P&R7510 – Use
of School
Facilities/Fields

31. Recommend approval of the Horizon High Deductible Plan Monthly Rates effective January 1, 2019, as follows:

<u>Rates</u>	<u>Medical/Rx</u>
Single	\$817.49
Two Adults	\$1,783.05
Family	\$2,084.21
Parent and Child(ren)	\$1,192.75

Horizon High
Deductible Plan
Monthly Rates

Professional Days

32. 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>
November 30, 2018	Lauren Saliski	Eatontown	504 Plan Workshop	No	Mileage-\$4.62
2018-2019 SY	Kevin Hyland	On line course	EBP Credit Professional Development Course	No	Registration-\$269.00
November 16, 2018	Leigh Busco	Neptune	CIACC County Meeting	No	None
November 9, 2018	Kristen Zdanowicz	Colts Neck	AP Calculus Training	No	Mileage-\$13.64 Registration-\$235.00

MINUTES – November 13, 2018

H.S.
Professional
Days
(continued)

November 28, 2018	Claire Kozic	Somerset	Health Culture Workshop	Yes	Mileage-\$10.57 Registration-\$95.00
November 2, 2018	Leigh Busco	Tinton Falls	Lifelines Training	No	None
November 30, 2018 December 7, 2018	Jacqueline Szenzenstein	Neptune	Pediatric Nursing Workshop	Yes	Mileage-\$2.07 Registration-\$350.00
October 24, 2018	Lauren Duggan	Lakewood	Financial Aid Workshop	No	Mileage-\$6.82
October 24, 2018	Melanie DiTommaso	Lakewood	Financial Aid Workshop	No	Mileage-\$6.82
December 10, 2018	Matthew Hudson	Sayreville	Using Schools as a Shelter Training	No	None
December 5, 2018	Nicholas Bock James Egan Lisa Kukoda Jesse Place	Iselin, NJ	Microsoft K-12 Education Transformation	No	Mileage - \$23.99 Cost Per Traveler
May 7-10, 2019 (Revised - previously approved October 16, 2018)	Margaret Polak	San Diego, CA	2019 General and Special Education Conference	No	Airfare-\$396.40 Registration-\$499.00 Hotel-\$753.52 Meals/Incidentals-\$355.00 Parking-\$50.00
November 16, 2018	Jill Santucci	Neptune	AHA BLS Instructor Course	Yes	Mileage-\$5.58 Registration-\$325.00
November 14, 2018	Amy Edwards	Newark	AOE – NJIT Articulation Day	Yes	None
November 17, 2018	Donna Bossone	West Windsor	NJSBA Delegate Assembly	No	Mileage-\$25.11

Student Action
Field Trips

H.S. Field Trips

33. 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>
November 30, 2018	Kevin Hyland	Sports Injury	Eatontown	Facility Tour	Yes-1	None	None
December 10, 2018	Jill Santucci Leigh Busco Elizabeth Rudder	Peer Leaders	First Presbyterian Church	Peer Leader Presentation to Sending Districts	Yes-1	None	None

Placement of Students on Home Instruction

H.S. Home Instruction

34. 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:

- #5127196755 Grade 10 November 1, 2018 – December 1, 2018 (Medical)
- #6393163643 Grade 11 November 1, 2018 – December 1, 2018 (Medical)
- #4491790746 Grade 11 November 1, 2018 – December 1, 2018 (Medical)
- #8543442409 Grade 11 November 17, 2018 – December 17, 2018 (Medical)
- #7598387636 Grade 12 September 17, 2018 – October 19, 2018 (Pending Placement)
- #3913671421 Grade 10 October 15, 2018 – November 15, 2018 (Medical)

#5204249466	Grade 11	October 22, 2018 – November 22, 2018 (Medical)
#7488741955	Grade 10	November 5, 2018 – December 15, 2018 (Medical)
#3279967372	Grade 11	November 1, 2018 – December 1, 2018 (Medical)

H.S. Home Instruction (continued)

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

35. Old Business/New Business

Old & New Business

Mrs. Bossone asked if the school photographer could be notified to change the color to navy blue for the senior portraits and not use royal blue. Mrs. Coates said that school photographer contract handles the underclassman photos. The upperclassman portraits taken over the summer is through LORS and she will contact them regarding use of the correct color.

Senior Portraits Color to Navy Blue

Mr. Pellegrino opened the second public forum. He closed the public forum seeing no participation from the public.

36. Public Forum

Public Forum (No Comments)

Mr. Pellegrino asked for a motion to enter into Executive Session.

Motion was made by Mr. Hoverter, seconded by Mr. Loffredo, and approved by voice vote of all those present in favor to enter into Executive Session at 8:14 p.m. MOTION CARRIED

Executive Session

37. Executive Session

WHEREAS, the Sen. Byron M. Baer Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., (the “Act”) provides that the Manasquan Board of Education hold an “Executive Session” from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

WHEREAS, it is recommended by the Superintendent that the Manasquan Board of Education go into Executive Session on this date in Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be thirty (30) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

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

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

- 1. Confidential Matters per Statute or Court Order (Student Matter)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 4. Collective Bargaining (MEA and MAA Negotiations Update)
- 5. Acquisition of Real Property or Investment of Fund (Sale of Property)
- 6. Public Safety Procedures
- 7. Litigation or Contract Matters or Att./Client (Professional Services & Elementary School Field Project)
- 8. Personnel Matters (Hiring, Resignation)
- 9. Imposition of Penalties Upon an Individual

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

Executive Session

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

Meeting Reconvened

Motion was made by Mr. Sorino, seconded by Mr. Cattani, and approved by voice vote of all those present in favor to reconvene the meeting at 9:30 p.m. MOTION CARRIED

Mr. Pellegrino asked for a motion to approve Manasquan Item #38.

Motion was made by Mrs. DiPalma, seconded by Mr. Hoverter, to approve Manasquan Item #38 – Elementary School Personnel, as specified in Document 3.

Discussion: None

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

E.S. Personnel Document 3

MANASQUAN

Personnel

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

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #39.

Motion was made by Mr. Cattani, seconded by Mr. Sorino, to approve Manasquan/Sending District Item #39 – High School Personnel, as specified in Document N.

Discussion: None

Roll Call Vote: Ayes (11); Nays (0); Abstain (0); Absent (1) Mr. Warren MOTION CARRIED

MANASQUAN/SENDING DISTRICTS

Personnel

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

Mr. Pellegrino asked for a motion to adjourn.

Motion was made by Mr. Sorino, seconded by Mrs. DiPalma, and approved by voice vote of all those present in favor to adjourn the meeting at 9:32 p.m. MOTION CARRIED

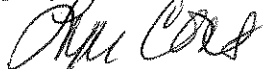
H.S. Personnel Document N

40. Adjournment

Motion to Adjourn

Adjournment

Respectfully submitted,



Lynn Coates
Board Secretary