

BOARD OF EDUCATION
Borough of Manasquan

The Combined Committee of the Whole and Regular Public Meetings of the Manasquan Board of Education was held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey 08736, on Tuesday, October 18, 2016.

The Board President, Mr. Pellegrino, called the meeting to order at 6:03 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.

Pledge of Allegiance

2. Pledge of Allegiance

3. Roll Call

Donna Bosson
Martin Burns
Eugene Cattani
Linda DiPalma

Mark Furey (Belmar)
Erik Gardner (SLH) - absent
Heather Garrett-Muly
Joseph Loffredo

Thomas Pellegrino
Alfred Sorino
Tedd Vitale (Brielle) – absent
Colin Warren

Roll Call

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Dan Roberts, Board Attorney; Sandi Freeman, Recording Secretary; Madison Dettlinger, Karly Grogan and Christopher Driscoll, Student Board Representatives. Mr. Gross, Board Attorney, arrived at 7:27 p.m.

Absent: Maura Farragher, Student Board Representative

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

Mission Statement

4. Mission Statement

Manasquan School District empowers all students by providing a safe, healthy, and inclusive environment where continual growth, perseverance, and rigorous academic standards are balanced with extensive extra-curricular opportunities and rich tradition through partnership with community.

5. Statement to the Public

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 as specified in Item #6.

Minutes

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Committee of the Whole and Closed Executive Session of September 20, 2016 and the Regular Public Meeting and Closed

Executive Session of September 27, 2016. 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. Warren, to accept and approve the minutes as specified in Item #6.

Discussion: None

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

MOTION CARRIED

Mr. Pellegrino welcomed Karly Grogan as a Student Board Representative and asked Mrs. Coates to administer the Oath of Office.

Oath of Office
Karly Grogan
Student Board
Representative

Mr. Pellegrino turned the floor over to the Student Board Representatives for their reports.

7. Student Board Representative Report

Student Board
Representative
Reports

Christopher Driscoll reported that the Student Council has continued to plan different activities, fund raisers and new ideas for this school year at the high school. He reported that on October 4th the annual college night was held with members volunteering and assisting with the program. Junior and Senior members of the Student Council are volunteering at the home football games in the snack shack. Last Saturday they also volunteered at the alumni game by providing tours for the MHS alumni. The freshman class representatives have been selected at this time and the next big event is the 8th grade Open House. Homecoming planning is also underway.

Madison Dettlinger reported that the Key Club will be volunteering and participating in the following activities: Manasquan Elks Breakfast; the tutoring and homework helpers club; the PTO/MES babysitting; Fall Festival; Just Us Girls Run, the Spring Lake Kitchen tour and collecting food for the Thanksgiving food drive.

Mr. Pellegrino asked for a motion to accept the Student Board Representative Report.

Motion was made by Mrs. Bossone, seconded by Mr. Loffredo, to accept the Student Board Representative Reports.

Discussion: None

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

MOTION CARRIED

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

Dr. Kasyan complimented the student board representatives, the Instructional Council and Student Leadership Advisory Council for being positive forces present in the Manasquan School District that are working towards making a great place even better. He also thanked the community and the Manasquan High School Endowment and Alumni Association for a very generous gift. He said this is happening because of a vision the board of education has and the understanding that they are here for the children.

Presentations

Dr. Kasyan shared an email that was received by Mr. Coppola from a parent complimenting the school district and providing an update on her child, a 2015 graduate, who is attending Cornell University majoring in chemical engineering. The letter tells how prepared this student was for calculus as a result of the instruction provided by Mr. Battaglia. The parent wanted to share a success story of what can be accomplished by working hard in high school. Dr. Kasyan said this was possible because of the work of the board members, the people in the audience, parents and wonderful staff and students that make Manasquan truly a magical place.

Dr. Kasyan spoke on the two referendums that were held by the district to address improvements to the infrastructure in the school district. He complimented the community for stepping up and asking what else was needed after the completion of the capital improvement project. Dr. Kasyan referred to a resolution in tonight's agenda approving the acceptance of a gift from the endowment. He thanked the members of the endowment and asked Mr. Pellegrino to read the resolution.

Mr. Schatzman thanked the board for the acknowledgement and for having the resolve to fix the field and making it multi-purpose. Mr. Schatzman thanked Jeff Osborn for his efforts in putting this together.

Dr. Kasyan asked to move ahead with the report from the Ad Hoc Referendum Committee. Mr. Pellegrino introduced Mr. Cattani, committee chairperson.

Ad Hoc
Referendum
Committee
Report

Mr. Cattani, along with committee members, Mr. Sorino, Mr. Warren, Mr. Pellegrino, Dr. Kasyan and Mrs. Coates met in September to review the past referendums' line items to determine what needed to be done and how to fund the projects, either through a referendum, the budget or donations. Mr. Cattani referred to the field project that was funded through the budget and donations. He said that there are ways to determine funding but state regulations limit what can be done through the budget so it has been determined that the district needs to go to referendum. Mr. Cattani reviewed the proposed referendum and the areas that will be addressed in the elementary school and high school. He provided the total estimated costs along with the actual state share and local share for the referendum. He said there would not be a second question in the referendum to address the athletic field improvements. The bond referendum is scheduled to be held on January 24, 2017.

Mrs. DiPalma questioned the soft costs and asked if the term etc. could be replaced with specific soft costs. Mrs. Coates explained that the 25% in soft costs applies to an up-to cost for engineering and architect fees, a possible contingency allowance put into the contract in the event of change orders or owner requests for a change, a construction management firm if one is contracted, and legal costs that apply to the bond counsel for the sale of the bonds.

Mrs. Garrett-Muly asked if there would be funds available in the budget to resurface the track next year. Mrs. Coates confirmed that this amount would be included in next year's budget.

Dr. Kasyan continued with the report from the Ad Hoc Special Education Program Review Committee. Mrs. Garrett-Muly said that this ad-hoc committee was created to review the state evaluation that was completed in the district. She said this report will provide guidance in making some changes within the special education program. The committee is comprised of herself, Mrs. Bossone, Mr. Loffredo, Mr. Pellegrino, Mrs. Coates and Dr. Kasyan. Margaret Polak, Supervisor of Special Services, was in attendance and Mr. Loffredo and Mr. Pellegrino were unable to attend due to prior commitments. One main focus was to hopefully create programs within the district to bring students back who now attend out of district placements. Also discussed was providing the transportation costs to the board so there is an understanding of the total cost to send a pupil out of district. She pointed out that at times it is unavoidable to send a student out of district because of the specific classification and needs of the child. She said providing the overall cost of tuition and transportation will provide the board with a complete picture of the costs for the outside placements and assist in weighing out the benefit of an in-district program. Providing programs in district would benefit our students and will also be a source of revenue in making the programs available to other districts. She said a discussion took place on the possible creation of a master teacher position to assist in the modifications of the special education students' programs. Also discussed was the transition of having the special education scheduling addressed by the guidance department instead of the child study team. The committee will move forward in reviewing the report and addressing the changes and creating different programs to bring students back into district.

Ad Hoc Special
Education
Program
Review
Committee
Report

Dr. Kasyan moved forward with the Instructional Council Report presented by Claire Kozic and Allyson Griffith.

8. Presentations

- **Instructional Council Report – Claire Kozic and Allyson Griffith, Co-Chairpersons**

Ms. Kozic reported that the committee consists of around 13 individuals from the elementary and high schools with a focus on communications and rigor. The committee will work on strategies to better utilize the in-house resources for communications and to incorporate more interaction among staff cross-curricular. They will work on establishing a promotion marketing committee person to better roll out initiatives, technology and utilize the programs more efficiently. Also working on better communication with hire ups and possibly establishing communication ambassadors from each department and student body. Ms. Griffith said that the instructional council is a unique opportunity for the teachers from both schools to meet and discuss how to work on improvement with the resources currently in place. She also spoke on academic rigor and said that academic excellence is present at Manasquan and the council looks forward to increase this excellence and rigor while still making sure that every student has a choice. She went over the areas that will be looked into and surveys that will be conducted to see where the interests are to increase academic rigor in both schools. The council will also look into the constructs needed and if new courses should be created and how to staff these courses. They will also look into what is being done at the private schools and the vocational schools and see how we can make Manasquan attractive to students. The council looks forward to meeting with the board once the smart goals have been established and again to report on their accomplishments.

Ms. Kozic ended the report by adding that a blood drive is being conducted on November 4, from 7:38 a.m. to 1:30 p.m. and encouraged participation.

- **Manasquan High School Endowment and Alumni Association – Represented by Mr. Rob Schatzman, Mr. Jeff Osborn, Ms. Anne Michals, Dr. Lorette Sciarappa and Ms. Trisha Brown**

Mr. Pellegrino read the resolution authorizing the acceptance of the gift from the Manasquan High School endowment earlier in the meeting.

Dr. Kasyan continued with the recognition of the High School Students of the month and the Elks Teenager of the Month and explained the process involved in the selection of the students of the month. He introduced and congratulated the following students of the month and presented them with a Certificate of Achievement and Wally Bucks.

- **High School Students of the Month for September – Kathryn Callahan, Senior – Quincy Zawadzky, Junior – Kennedy Miller, Sophomore – Luke McNamara, Freshman**
- **Elks Teenager of the Month for September – Abigail McHugh**

Dr. Kasyan introduced and congratulated the high school teacher of the month, Allyson Griffith, and presented her with a Certificate of Achievement

- **High School Teacher of the Month for September– Allyson Griffith**

Dr. Kasyan introduced and congratulated, Stephen Schmieder, the elementary school student of the month and presented him with a Certificate of Achievement and Wally Bucks.

- **Elementary School Student of the Month for September – Stephen Schmieder**

Presentations

Instructional
Council Report

Manasquan
H.S.
Endowment &
Alumni
Association
Resolution

Students of the
Month
Recognition

H.S. Teacher of
the Month
Recognition

E.S. Student of
the Month
Recognition

Dr. Kasyan introduced and congratulated the elementary school teacher of the month, Andrea Trischitta, and presented her with a Certificate of Achievement.

- **Elementary School Teacher of the Month for September – Andrea Trischitta**

Dr. Kasyan introduced and congratulated the Elks elementary school student of the month, Brigid McCarthy, and presented her with a Certificate of Achievement and Wally Bucks.

- **Elks Elementary School Student of the Month for September – Brigid McCarthy**

Brigid reported that the 8th grade STEM Program decided to create a scarecrow for the town scarecrow contest and this was inspired by the values of the STEM Program. She said if anyone would like to see their scarecrow it is displayed on the corner of Broad Street.

Dr. Kasyan introduced Thomas Beaton, the October Chairperson of the Student Leadership Advisory Council.

- **Student Leadership Advisory Council Report – Thomas Beaton, October Chairperson**

Thomas introduced himself and said that he was chosen to be the October Chairperson of the Student Leadership Advisory Council by Dr. Kasyan. He and other members of the student council received an email from Dr. Kasyan expressing interest in starting this committee to get a better sense of what the student body wants and how to make the school year better. The council met on October 14th and a discussion took place on the purpose and goals of the council. He said that this council will provide a unique opportunity for students to work with the principal and superintendent. The committee members are not asked to critique the school but asked to add tradition and events to the school calendar with permission from Mr. Coppola and Dr. Kasyan. Positive goals called SMART Goals, will also be set to benefit the student body and make an attempt to achieve them by the end of the school year. He provided an explanation of the acronym SMART which stands for Specific, Meaningful, Action Oriented, Realistic and Timely. These goals are set up to get a better understanding if a new event or idea is realistic due to the time frame given and if it is in the school's best interest. He provided some ideas for new events that will be looked into to add to the traditions at Manasquan High School.

Dr. Kasyan said that Mr. Coppola, who also serves on the council, could not wait for the start of the council. He thanked Thomas for his report.

9. Discussion Items for October 18, 2016 Agenda

- **Education, Curriculum & Technology**
 - Ad Hoc Special Education Program Review Committee**
 - Heather Garrett-Muly, Chairperson
 - Donna Bossone
 - Joseph Loffredo
 - Thomas Pellegrino

Mrs. Garrett-Muly presented the report from the Ad Hoc Special Education Program Review Committee earlier in the meeting.

- Ad Hoc Referendum Committee**

- Eugene Cattani, Chairperson
- Alfred Sorino
- Colin Warren
- Thomas Pellegrino

Mr. Cattani presented the report from the Ad Hoc Referendum Committee earlier in the meeting.

Elementary
School Teacher
of the Month
Recognition

Elks
Elementary
Student of the
Month
Recognition

Student
Leadership
Advisory
Council Report

Discussion
Items
Ad Hoc Special
Education
Program
Review
Committee

Ad Hoc
Referendum
Committee

Mr. Pellegrino continued with the discussion items.

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

Dr. Kasyan said that personnel will be discussed in Executive Session with further actions during the agenda portion of the meeting.

- **Policy – For Possible Revision**

- P & R 5420 Reporting on Pupil Progress

Dr. Kasyan reported on Policy 5420 relating to when teachers enter information on the web portal. He asked Mrs. Kerensky if there is a set period of time that teachers have to enter this information. She said that the 15th and the 30th of each month is when the teachers are to have their gradebooks up to date. Mrs. Garrett-Muly said that a concern parents have expressed is that the length of time from the assessment and receipt of the information on the portal can provide an inability to address any problems in a timely manner. Dr. Kasyan said that grades should be entered in a timely fashion and suggests that the board look over the policy and provide an update at the November meeting. He will also speak to the administrative team and get suggestions.

Dr. Kasyan asked Mrs. Coates to provide a report on Finance and Buildings and Grounds.

- **Finance– Agenda Items ***
2017-2018 Budget Plan of Action

Mrs. Coates said that the Budget Plan of Action has been posted to OneNote as Document H. This document outlines a timeframe that will be used in preparing the 2017-2018 school district budget. Some dates are tentatively marked with an asterisk and subject to change. She pointed out a couple changes from last year and said the budget submission date from the administrative team is now the end of December instead of mid-January. The second change is that any new staff requests from the administrative team will be reviewed by Dr. Kasyan, Mr. Place and herself. Dr. Kasyan suggested including the Director of Curriculum when addressing new staff. He spoke on the importance of having staff requests in place while the budget is being develop and not after the budget numbers have been set. Mrs. Coates requested that Mr. Pellegrino ask for a motion to approve Item #13 amended to include Mrs. Kerensky, Director of Curriculum. There was no objection to this request.

- **Buildings & Grounds/Facilities**

- SJS Lighting Grant – Elementary School

Mrs. Coates discussed the outcome of the surveys on the LED lighting grant. Regarding the question to students on how the LED lighting will help the environment; responses were that they are brighter and save energy and they are green and efficient and will help the environment make less garbage. The second question was how do you think the LED lights will help the school; responses were that it will help conserve energy and although they cost a lot of money they will save money in the long run, they will help keep the gym bright so the kids playing can tell what they are doing and they will help make light levels brighter and more efficient. She said the Power Save students participated in the survey. The Physical Education teachers were asked what the impact was on their classes and their response was that it has allowed their department to turn the lights on and off for particular lessons, improve the students visibility and promote a much safer environment for those inside the gymnasium. Mrs. Coates said the old lighting did not respond quickly when first turned on and now the LED lights go on instantly. The coaches said the LED lights will help greatly during basketball games increasing visibility of the court and baskets.

- Sea Girt Army Camp – Athletic Field Use

Dr. Kasyan read an email he received from Mr. Roberts of the Sea Girt Army Camp in response to his inquiry on the possibility of a lease of land at the army camp. His response was that the army may lease such property to the board; however, the law provides that the Secretary may revoke the least at any time notwithstanding any improvements made by the board. We may include a clause

Personnel
(Exec. Session)

Policy
R & R 5420
Reporting on
Pupil Progress

Finance
2017-2018
Budget Plan of
Action

Buildings &
Grounds
SJS Lighting
Grant –
Elementary
School

Sea Girt Army
Camp –
Athletic Field
Use

in the least that would require the army to repay the cost of improvements and that is the extent of protection available to the board. Dr. Kasyan met with the Commandant and he was very positive in offering the opportunity to take a portion of the fields and dedicate it just to Manasquan High School. A telephone conference call is planned for further discussion of the plans to move forward with this lease and use of the fields and possible improvements but the district would not be allowed to fence in the area.

10. Superintendent's Report & Information Items

RESOLUTION AUTHORIZING THE
ACCEPTANCE OF A GIFT OF \$200,000
FROM MANASQUAN HIGH SCHOOL ENDOWMENT
AND ALUMNI FOUNDATION FOR IMPROVEMENTS
TO DISTRICT FACILITIES

WHEREAS, the Manasquan Board of Education, in accordance with District Policy 7230, is authorized to accept gifts on behalf of the District; and

WHEREAS, in accordance with the policy the Board of Education will make every effort to honor the intent of the donor in the use of the gift; and

WHEREAS, the Manasquan High School Endowment and Alumni Foundation has offered a donation and/or goods and services in the amount of \$200,000 to place improvements on District property specific to the development of a Press Box, associated awnings, landscaping, signage, public address and speaker system and providing for the demolition of the existing Snack Shack (hereinafter Improvements); and

WHEREAS, it is anticipated that the dedication of the new Improvements will be at the Thanksgiving Day football game, at which time it would be appropriate to publicly acknowledge the donation of the Manasquan High School Endowment and Alumni Fund;

NOW, THEREFORE, BE IT RESOLVED that the Manasquan Board of Education approves, authorizes and accepts, with thanks and appreciation, the gift of Improvements from the Manasquan High School Endowment and Alumni Foundation;

BE IT FURTHER RESOLVED the District professional staff take any and all action necessary to effectuate the purpose of this resolution.

Dr. Kasyan reported a total district enrollment of 1579 students, with 951 high school students and 628 elementary school students as of September 30, 2016, as specified in Document A.

- Enrollment– **Document A**

Dr. Kasyan reported on the attendance comparison, fire drill reports, suspension and tardy reports, as specified in Document B. The district is in compliance with the state requirements relating to fire drills.

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

Dr. Kasyan reported that there were two cases of harassment, intimidation and bullying in the high school that were investigated and found to be under the consequences of code of conduct as opposed to HIB, as specified in Document C.

- HIB New Jersey Department of Education School Self-Assessment Report -
Document C

Sea Girt Army
Camp –
Athletic Field
Use
(continued)

Superintendent
Report

Resolution
Accepting Gift
from
Manasquan
H.S.
Endowment &
Alumni
Foundation

Enrollment
Document A

Attendance &
Fire Drill
Reports
Document B

HIB Report
Document C

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

Recommend approval and acceptance of the Superintendent's Report.

Approval and
Acceptance of
Superintendent
Report

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

Discussion: Mrs. Garrett-Muly asked if the board could legally put a clause in the lease to include not only what is put into the fields by the district but also any donations. Mr. Roberts will look into this but has not found in any of his research examples of the army actually taking back the property but there is always that possibility.

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

MOTION CARRIED

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

Public Forum
on Agenda
Items

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 questions or comments from the public.

Mr. Pellegrino asked for a motion to approve the Manasquan General Items #12 through #27 and asked if any items required a separate vote. Seeing none he asked for motion.

Motion was made by Mrs. Bossone, seconded by Mr. Cattani, to approve Manasquan Items #12 through #27.

Discussion: Mrs. DiPalma asked a question on Document J and the transportation provided to Manasquan Elementary School Preschool. Mrs. Coates explained that the Manasquan preschool handicapped students who attend this program are provided transportation.

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (0)

MOTION CARRIED

Manasquan
Items #12
through #24

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 **September 30, 2016** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Secretary's
Certification

Be it Resolved; that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,358,936.00** and that Manasquan Borough Council is hereby requested to place in the hands of the Treasurer

District Taxes

of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

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 **September 30, 2016** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

Recommend acceptance of the Secretary's Financial & Investment Report and the Treasurer's Report, for the month ending **September 30, 2016** per **Document D**. (The Treasurer of School Moneys Report for the month of **September 2016** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **September 30, 2016** 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 **2016-2017 budgets for September and October** as recommended by the Superintendent of Schools, as per **Document D**.

Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **September 30, 2016** as per **Document E**.

Purchase Orders for the month of **October 2016** be approved, as per **Document F**.

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

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,031,963.65** for the month of **October 2016** be approved. Records of checks (**#39090** through **#39096**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **September 2016** at **\$2,764,760.74** and checks (**#38802** through **#39089**).

13. **Recommend** approval of the Plan of Action for the 2017-2018 School District Budget, as per **Document H**. (*revised to include the Director of Curriculum and Instruction*)

14. **Recommend** approval of the Superintendent's 2016-2017 Qualitative Merit Goal focused on the evaluation and observations of the 8th grade STEM classes.

15. **Recommend** approval to authorize Garrison Architects to submit a revised debt service aid application to the Department of Education and amend the district's Long Range Facility Plan as necessary, as per **Document I**.

16. **Recommend** approval of the 2016-2017 transportation contracts and agreements for Manasquan resident students, as per **Document J**.

17. **Recommend** approval of the placement of Student ID #171908 at Class Academy, at the pro-rated tuition rate of \$5,920.00, effective October 3, 2016.

*Acceptance of
Secretary's
Certification*

*Secretary's
Financial &
Investment
Report
Document D*

*Budget
Certification
Document D*

*E.S. Central
Funds Report
Document E*

*Purchase
Orders
Document F*

*Cafeteria
Report
Document G*

Bills

*Confirmation
of Bills*

*2017-18
Budget Plan of
Action
Document H*

*Supt. Merit
Goal*

*Garrison
Architects –
Revised Debt
Service
Submittal
Document I*

*Transportation
Document J*

*Out of District
Placement –
Class Academy*

18. **Recommend** approval of the NJQSAC Statement of Assurance for the 2016-2017 school year, as per **Document K**.
19. **Recommend** approval of **Bilingual Evaluations Services** provided by **Monica Peters**, to conduct a Bilingual Psychological Evaluation at a rate of \$495.00, and **Bilingual Speech** provided by **Nilda Collazo**, to conduct a Bilingual Speech/Language Evaluation at a rate of \$575.00 for pre-school student #303223, as part of a Child Study Team Evaluation.
20. **Recommend** approval of Lorissa Voorhees, former Manasquan Elementary School LDT-C to testify in Special Education Due Process case, in the amount of \$400.00 per day, at the Office of Administrative Law in Newark, New Jersey, for student #2467 not to exceed \$400.00.
21. **Recommend** approval for the initial training of Wilson Reading Program Professional Development Foundations Teacher Training –level 3 for the 2016-2017 school year to enhance the quality of phonics instruction within the general education classrooms in the amount of **\$2,625.00** to be paid by Title II funds.
22. **Recommend** approval of the acceptance of Wall Township Special Education student (State ID #9735998927), to attend the Manasquan Elementary School (Grade 8), for the 16/17SY at a tuition rate of **\$21,445** plus related services **\$212.85**.

Professional Days

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

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
October 31, 2016 November 15, 2016 November 30, 2016	Nancy Sanders	Monroe	Student Assistance Coordinator School Law	No	Mileage - \$59.52 Registration - \$400.00
December 2, 2016 February 3, 2017 April 7, 2017 June 2, 2017	Amy Young	Neptune	CIACC Education Workshops	No	None
November 3, 2016	Kathleen Stonaker	Millstone	Dyslexia Screening	No	Mileage - \$15.99
March 22, 2017	Alissa Boyne Joan Akins	Spring Lake	PLC Meetings	No	Mileage - \$1.67
June 1, 2017	Alissa Boyne Joan Akins	Belmar	PLC Meetings	No	Mileage - \$2.48
October 13, 14, 2016	Kathleen Stonaker	Manalapan	Student Disability Workshop	No	Mileage - \$ 29.26 Registration - \$200.00
November 3, 2016	Sandra Hill	Waretown	Reading Workshop	Yes	None
October 27, 28, 2016	Kelly Ann Balon	Atlantic City	Autism Workshop	No	None

NJQSAC
Statement of
Assurance
Document K

M. Peters –
Bilingual Eval.
N. Collazo –
Bilingual
Speech Eval.

L. Voorhees –
Due Process
Case

Wilson Reading
Program
Professional
Development
Foundations
Teacher
Training

Special Ed
Tuition Student
from Wall BOE
Grade 8

E.S.
Professional
Days

School Business Days

24. Recommend approval of substitute coverage for the following to attend an in district school business workshop:

October 28, 2016

Sandra Hill
Carmen Rodriguez
Catherine Kappy
Elyse Wemple
Jessica Woytowicz
Lauren Gawron
Catherine Taft
Amelia Gliddon

Alyse Leybovich
Kali Mura
Donna Mead
Michele Sayre
Danielle Romano
Cheryl Femenella
Brianna Snel

Elise Boyes
Cynthia Kirk
Lauren Buss
Jaimee McMullen
Kristine Sliwoski
Desiree Faul
Teresa Reichy

*Substitute
Coverage for
School Business
Days*

Student Action**Field Trips**

25. 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>
December 7, 2016	Marie Lauffer	Chorus	Algonquin Theater	Holiday Concert	Yes	None	Student Funds
November 1, 2016	Marie Lauffer	Chorus	Manasquan First Aid Building	Chorus Performance	Yes	None	None
May 19, 2017	Catherine Kappy Cynthia Kirk Kali Mura Carmen Rodriguez Danielle Romano	Grade 1	Planetarium Toms River	Earth Science Exploration	No	None	Student Funds
April 27, 2017	Catherine Kappy Cynthia Kirk Kali Mura Carmen Rodriguez Danielle Romano	Grade 1	Algonquin Theater	Theater Presentation	No	None	Student Funds
Date To Be Determined	Jennifer Dyer Kelley Katona Jill Wells	Special Education	Max Devro Restaurant	Life Skills	No	None	Student Funds
October 2016 To Be Determined	Jennifer Dyer Kelley Katona Sarah DeMicco	Special Education	Atlantic Farms	Exploring Occupations	No	Bus-\$300	Student Funds
November 2016 To Be Determined	Jennifer Dyer Kelley Katona	Special Education	Manasquan Police Dept.	Life Skills	No	None	None

Placement of Students on Home Instruction

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

*E.S. Home
Instruction*

Placement of Students Out of District

- 27. Recommend** approval of the revised 2016-2017 out of district placement list, as recommended by the Child Study Team. **None at this time**

Mr. Pellegrino asked for a motion to approve the Manasquan/Sending District General Items #28 through #35 and asked if any items required a separate vote. Seeing none he asked for a motion.

Motion was made by Mr. Loffredo, seconded by Mr. Warren, to approve Manasquan/Sending District General Items #28 through #35.

Discussion: None

*Roll Call Vote: Ayes (10); Nays (0); Abstain (*1); Absent (2) Mr. Gardner, Mr. Vitale*

**Mrs. Garrett –Muly abstain on #32 Richard Read only MOTION CARRIED*

Out of District
Placements
(no report)

Manasquan/
Sending
District Items
#28 - #35

MANASQUAN/SENDING DISTRICTS

General Items

- 28. Recommend** approval of the 2016-2017 Facility Rental Agreement with the Atlantic Club for the Manasquan High School Swim Team, in the total amount of \$15,710.00, as per **Document 1.**

2016-17
Facility Rental
Agreement –
Atlantic Club

- 29. Recommend** approval of the Contract/Agreement with Shore Lanes, Neptune, for competition lane use at the rate of \$2.50 per game per person, and Sea Girt Lanes, Sea Girt, for practice lane use at the rate of \$2.25 per game per person, by the Manasquan High School Boys and Girls Bowling teams for the 2016-2017 season.

Shore Lanes
and Sea Girt
Lanes
Agreements

- 30. Recommend** approval of **Augmentative Technology Consultant** provided by Alicia Force, to work with student #201056 for 5 hours per week, at a rate of \$150.00 per hour (billed to Sea Girt School District), pending criminal history approval.

Alicia Force,
Augmentative
Technology
Consultant

- 31. Recommend** approval to dispose of obsolete items, as per **Document 2:**

- Zenith TV (2)

Obsolete Items
Disposal
Document 2

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>
October 13, 14, 2016	Susan Lord Van Note	Manalapan	IEP Workshop	No	None
November 3, 2016	Susan Lord Van Note	Millstone	Dyslexia Workshop	No	None
October 25, 26, 27, 2016	Jesse Place	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$30.00 Hotel - \$194.00 Meals/Incidentals - \$160.00
November 18, 2016	Matthew Hudson	Neptune	IPM Training	No	None

MINUTES – October 18, 2016

2016-2017 School Year	Kelly Balon	Various Locations- To be reimbursed .31 a mile for mileage related to job duties	BC/BA Meetings	No	Not to exceed \$600.00
October 27, 2016	Jason Bryant	Jackson	AP Workshop	Yes	Registration - \$20.00
October 15, 2016	Dorothy Gerlach	Middletown	Tennis Tournament	No	Mileage - \$28.75
November 2, 2016	Richard Read	Toms River	HIB Workshop	No	Mileage - \$7.44 Registration - \$125.00
October 27, 2016	Monica Fenlon	New Brunswick	Mock Trial Workshop	Yes	None
October 25, 2016	James Fagen	Rumson	AP Class Teaching Techniques	Yes	Mileage - \$7.98
October 27, 2016	Robert Kehoe Jillian McManus	Brookdale Community College	College Transition Workshop	No	Mileage - \$11.59
October 25, 2016	Barbara Kerensky	Atlantic City	NJSBA Workshop	No	None
October 24, 2016 April 26, 2017 (Dates Revised)	Lynn Coates	Tinton Falls	Monthly MCASBO Meetings	No	Mileage - \$12.72
October 25,26,27, 2016	Frank Kasyan	Atlantic City	NJSBA Workshop	No	Mileage - \$127.26 Tolls - \$25.00 Parking - \$30.00 Meals/Incidentals - \$160.00 (Revised Cost)

H.S.
Professional
Days
(continued)

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>
Spring 2017 (TBD)	Amy Edwards Linda Hoeler Barbara Buckley	Academy of Engineering	University of Pennsylvania	Engineering Fields for Women	Yes-3	Bus - \$375	None
March 2017 (TBD)	Amy Edwards Linda Hoeler Barbara Buckley	Academy of Engineering	Rutgers	Engineering Career Day	Yes-3	Bus - \$375	None
October 27, 2016	John Driscoll Linda Hoeler Robert Waldeyer Erich Hoffman	Academy of Finance	Rider University	Business Concept Competition	Yes-3	2 Buses - \$600	None

Placement of Students on Home Instruction

- 34. Recommend** that the following student(s) be placed on home instruction, as recommended by the Child Study Team:

#182303	Grade 11	September 29, 2016 – January 20, 2017 (Medical)
#171826	Grade 12	September 26, 2016 – October 14, 2016 (Suspension)
#182325	Grade 11	October 3, 2016 – November 3, 2016 (Medical)
#182320	Grade 11	September 27, 2016 – January 20, 2017 (Medical)
#171956	Grade 12	September 29, 2016 – January 20, 2017 (Medical)
#203113	Grade 9	September 30, 2016 – January 20, 2017 (Medical)
#1991	Grade 12	September 6, 2016 – June 20, 2017 (Medical)
#182428	Grade 11	October 5, 2016 – January 20, 2017 (Medical)
#2437	Grade 9	October 13, 2016 – January 20, 2017 (Medical)

H.S. Home
Instruction

Financials

- 35. Recommend acceptance** of the following **High School Central Funds Report** for the month ending **September 30, 2016 as per Document 3.**

Financial
H.S. Central
Funds Report
Document 3

Mr. Pellegrino asked if there was any Old or New Business to come before the board. Seeing none he continued with the public forum.

Old Business

36. Old Business/New Business

New Business

Mr. Pellegrino opened the second public forum.

Public Forum

Seeing no questions or comments from the public he asked for a motion to enter executive session and read the following statement.

Public Forum

Motion was made by Mr. Burns, seconded by Mr. Loffredo, and approved by voice vote of all those present to enter into Executive Session at 7:21 p.m.

MOTION CARRIED

37. Executive Session

Executive
Session

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

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

WHEREAS, the length of the Executive Session is estimated to be forty-five (45) 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 Matters)
- ☐ 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 Privilege
- X 8. Personnel Matters (Hiring, Retirement, Leave of Absence)
- ___ 9. Imposition of Penalties Upon an Individual

Executive
Session

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

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

Motion to
Reconvene
Meeting

Motion was made by Mr. Loffredo, seconded by Mr. Burns, and approved by voice vote of all those present to reconvene the meeting at 7:57 p.m.

MOTION CARRIED

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

*Motion was made by Mr. Sorino, seconded by Mrs. Garrett-Muly, to approve Manasquan Item #38 – Elementary Personnel, as specified in **Document L**.*

Discussion: None

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (0)

MOTION CARRIED

E.S. Personnel
Document L

MANASQUAN

Personnel

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

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

Motion was made by Mr. Loffredo, seconded by Mrs. Garrett-Muly, to approve Manasquan/Sending District Item #39 – High School Personnel, as specified in Document 4.

Discussion: None

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

MOTION CARRIED

H.S. Personnel
Document 4

MANASQUAN/SENDING DISTRICTS

Personnel

- 39. Recommend** approval of the High School personnel as per **Document 4**.

Mr. Pellegrino asked for a motion to adjourn.

Motion was made by Mrs. Garrett-Muly, seconded by Mr. Sorino, and approved by voice vote of all those present to adjourn the meeting at 7:58 p.m.

MOTION CARRIED

Adjournment

40. Adjournment

Motion to Adjourn

Respectfully submitted,



Lynn Coates
Board Secretary