

**BOARD OF EDUCATION**  
Borough of Manasquan

*The Committee of the Whole Meeting of the Manasquan Board of Education was held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, November 17, 2015. Action was taken at this meeting*

*The 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**

*Martin Burns*

*Mark Furey (Belmar)*

*Colleen Smith - absent*

*Eugene Cattani*

*Erik Gardner (SLH)*

*Alfred Sorino - absent*

*Kenneth Clayton*

*Heather Garrett-Muly*

*Tedd Vitale (Brielle)- absent*

*Linda DiPalma - arrived 6:11*

*Thomas Pellegrino*

*James Walsh - absent*

Roll Call

*Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Gabriella Pettineo, Board Attorney; Sandi Freeman, Recording Secretary. Absent: Shawn Nolan; Julia Hohenstein; Matthew DelGuercio and Megan Gianforte, Student Board Representatives*

*Mr. Pellegrino said that Mr. Sorino and Mr. Walsh are traveling this evening and Mrs. Smith is still not feeling up to par but expects to return soon.*

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

**4. Mission Statement**

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

Mission Statement

**5. Statement to the Public**

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then placed on the agenda at the next Committee of the Whole meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

Statement to the Public

*Mr. Pellegrino said the acceptance of minutes would be addressed at the Regular Public Meeting next Tuesday.*

**6. Acceptance of Minutes**

**Recommend** acceptance and approval of the minutes of the Committee of the Whole and Closed Executive Session of October 13, 2015 and the Regular Public Meeting and Closed Executive Session of October 20, 2015. 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 said the Student Board Representative Report would be given at the Regular Public Meeting next Tuesday.*

**7. Student Board Representative Report**

*Mr. Pellegrino turned the meeting over to Dr. Kasyan for the Presentations.*

*Dr. Kasyan said the first presentation for the evening would focus on the Strategic Planning Process and referred to the brochure and PowerPoint provided in the board's folders. He thanked the members of the committee for being here this evening to provide a presentation on the Strategic Plan. Dr. Kasyan said this was a very diligent process that took approximately 10 months to finish. He said the committee consisted of community members, administrators and staff who were actively engaged in the process and he thanked everyone for participating in the strategic plan process. He explained the format of the committee and how it was broken into sub-committees that focused on a specific goal, strategies and action plans.*

**8. Presentations**

- **Strategic Plan** – presented by Susan Barker Smith, Ryan Basaman, Heather Garrett-Muly, Barbara Kerensky, Richard Kirk, Brett Lomas, Lynn McCabe, Margaret Polak, Richard Read, and Nancy Sanders

*Dr. Kasyan introduced the following committee members who presented a report on the findings of their specific subcommittees:*

*Lynn McCabe - Goal #1 – Communication and Engagement.*

*Richard Kirk - Goal #2 – Instructional Opportunities*

*Heather Garrett-Muly & Ryan Basaman – Goal #3 – Extra Curricular Opportunities*

*Richard Read – Goal #4 -- Facilities*

*Susan Barker Smith – Goal #5 – Health, Safety & Security*

*Barbara Kerensky, Brett Lomas & Margaret Polak – Goal #6 – Staff & Faculty (presented by B. Kerensky)*

*Dr. Kasyan concluded the presentation by reiterating that Manasquan School District is a highly effective organization and this effectiveness cannot be sustained or even obtained without the commitment of a dedicated staff and community and tonight's presentation is representative of this. He thanked everyone involved in this commitment.*

*A copy of the PowerPoint report will be included in the formal minutes.*

*Dr. Kasyan introduced Tim Clayton who presented a report on Safe Routes to School. He said this program has been introduced and developed in the past by Mrs. Graziano and now it will be formalized with the assistance of Mr. Clayton, the district's School Safety Officer.*

Minutes  
(No Action)

Student Rep.  
Report  
(No Report)

Presentations  
Strategic Plan

- **Safe Routes to School** – presented by Timothy Clayton

*Mr. Clayton provided information on a program he is working on to develop Safe Routes to School to help provide for the safety and security of the students while coming to and going home from school. He will be working with the administrators, students and parents to assist in the development of the safe routes.*

*A parent suggested that the district ask the town to paint the crosswalk lines. Mr. Clayton said the county did address this last year on their roads. A discussion took place on the effectiveness of the crossing guards, the safety at the crosswalk on Main Street by South Street and the utilization of the crossing guards by the high school students.*

*Mr. Clayton said that on December 3<sup>rd</sup> he, along with Lieutenant Kleinknecht, will be meeting with all sending district juvenile detectives to build a solid core of communications. Mr. Clayton will also be recommending that the district's in-house radio system tie in directly with the police department to allow for direct contact to their dispatch to assist with any emergency situation.*

*Dr. Kasyan concluded the Presentation portion of the meeting and moved forward with the Committee of the Whole Reports and Discussion Items.*

**9. Committee of the Whole  
Reports/Discussion Items**

- **Education, Curriculum & Technology – Action Items\***

- **Referendum Update\* - will be an action item**

**Presentation by the Referendum Committee**

*Dr. Kasyan turned the floor over to Mrs. Coates and Mr. Pellegrino to present a report on the proposed January 26, 2016 bond referendum. Mr. Pellegrino said a committee was formed that included himself, Mrs. Garrett-Muly, Mr. Cattani and Mr. Sorino to investigate the possibilities of moving forward with new questions that would be presented to the board for their review and approval this evening. The recommendations were based on results of surveys conducted in the community and direct and indirect feedback from the community, administration and staff. A PowerPoint presentation was shown that outlined the proposed referendum. Mrs. Coates provided the details of the two questions and the estimated costs of the project. She explained the financial impact from the increase in interest that the district will experience if we wait and the rates go up. She explained the need for repairs to equipment and if not addressed by the referendum the district will continue to experience high costs for these repairs. Mr. Pellegrino said that as a result of community input and the outcome of the previous referendum it was decided to separate the question to address the educational and interior components of the plan and then the outside site work and athletic facilities. The goal of the board is to pare down the project and propose a referendum question that has close to a zero impact to the taxpayers. He went over the specific improvements that will be included in the two questions and the areas that have been removed from the September referendum. Mrs. Coates went over the preliminary incremental tax impact for each question and in total. Mr. Pellegrino said these figures were based on a 25 year bond.*

*Dr. Kasyan explained that capital improvements were not addressed in a timely fashion because of failed budget. When a budget is voted down you must look for ways to save money and in order not to affect the instructional venue you take from capital improvements. He said the best time to go out to referendum is when debt is dropping off the books and this time is now in Manasquan.*

*A copy of the presentation will be included in the formal minutes.*

*Mr. Pellegrino said the board will be asked to approve two motions this evening for the debt service application submission to the state and to move forward with the referendum.*

Mr. Clayton asked for the amount of money that is in the Capital Reserve account. Mrs. Coates replied that there is \$780,000 in this account and the tax impact is independent of the funds in the Capital Reserve account.

Referendum  
Update  
(continued)

- **Athletics/Community**

Athletics /  
Community

Dr. Kasyan read an article about the Brookdale Community College Jersey Blues Women's Soccer Team winning its third consecutive national championship and acknowledged two Manasquan High School graduates, Aubrey Jones and Brittney Ramsey, who are members of this team. He feels that it would be appropriate to reach out to these graduates and as a board compliment them for representing Manasquan High School at the next level. Dr. Kasyan asked the board for permission to invite them to a board meeting to celebrate their success. The board was in agreement.

- **Winter Season Pep Band**

Winter Season  
Pep Band

Dr. Kasyan asked the board to focus on the concept of a Winter Season Pep Band that would play at five home male and female basketball games. If approved by the board he would like to post for this position and develop a stipend at the same level of the current clubs and start this year. Dr. Kasyan said a Pep Band consists of members associated with the marching band with anywhere from ten to fifteen members and play in between periods and during timeouts. He said they would start at basketballs games with the potential to be used at other sporting events.

- **Competition Cheer Team**

Competition  
Cheer Team

Dr. Kasyan referred to a presentation at the last meeting by a group of concerned parents focusing on the competition cheer team. Information from the athletic director is included in the board's folders that focuses on requesting the approval to develop a club as a competition cheer team funded by the parents to be started this year. Dr. Kasyan said approval of this club will be included on next week's agenda. As a club it would have to demonstrate sustainability for three years and be funded by the parents and the members would represent Manasquan in completion cheer activities and would have no impact on their cheer activities for high school sports. Mrs. Coates addressed Mrs. Garrett-Muly's question on insurance and said that there would be no increase to the insurance cost as long as it is a board sanctioned activity.

- **Be Proud Program Update**

Be Proud  
Program  
Update

Dr. Kasyan referred to information in the board's folder from Wayne Hills on the Be Proud Program. He turned the floor over to Mr. Pellegrino for an update on drug testing. Mr. Pellegrino said he wanted to clear up any confusion on where the board stands on the future plans for student random drug testing. He referred to Policy 5536 that was suspended in the 2013-14 school year after which a committee was formed to review the policy and recommend to the board changes or a new policy. In June 2015 the committee, through the chairperson, Judge Apostolou, presented to the board the option to move to a voluntary plan similar to one used in Wayne Valley School District. The administration is also working with Strauss Esmay, the district's policy company, to create the new program that meets all state requirements. Mr. Pellegrino explained that Manasquan now adheres to Policy 5530 and Policy 5536 will remain suspended until a new policy is developed for the committee recommended voluntary program.

- **Personnel – To be discussed in Executive Session – Action Items\***

Dr. Kasyan said the following personnel matters will be discussed in Executive Session.

- **Boys' Bowling Coach\*- will be an action item**
- **Surf Coach\*- will be an action item**
- **Nurse\*- will be an action item**
- **Chess Club Advisor\*- will be an action item**

Personnel  
(Exec. Session)  
(Action Items)

- **Policy/Regulation- Action Items**
  - **2016 Proposed Board Meeting Schedule**

Policy /  
Regulations  
(Action Items)

*Dr. Kasyan asked if there were any questions on the proposed board meeting schedule for 2016 included in the board's folders. Mrs. Coates explained the slight modifications to the original schedule provided in the Friday Packet to accommodate the state budget submission that changed the February 16<sup>th</sup> and 23<sup>th</sup> meetings to February 23<sup>rd</sup> and March 1<sup>st</sup> for the February meetings. The school district budget is due to the county office on March 4<sup>th</sup> and the March 1<sup>st</sup> meeting will accommodate the action required to approve the budget. Mrs. Coates pointed out that in the month of June the meeting is scheduled for the 2<sup>nd</sup> Tuesday to avoid a potential conflict with the 8<sup>th</sup> grade graduation ceremony and in October the meetings are scheduled for the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday to not conflict with the NJSBA Workshop traditionally scheduled for the last week of the month.*

Personnel  
(Exec. Session)

*Legal and Negotiations will be discussed in Executive Session.*

- **Legal – To be discussed in Executive Session**
  - **Personnel Matter**
- **Negotiations - To be discussed in Executive Session– Action Items\***
  - *MEA Negotiations Update\*- will be an action item*
- **Finance – Action Items**
  - **2016/2017 Budget Process**

Legal  
(Exec. Session)

Negotiations  
(Exec. Session)  
(Action Item)

Finance  
2016-2017  
Budget Process

*Mrs. Coates reported that we are on schedule with the budget plan of action as of today and the budget roll out meeting will be held tomorrow morning with the administrative team. Budgets will be developed by the administrators and submitted to her and Dr. Kasyan no later than January 13<sup>th</sup>. In the month of December she will be communicating with the sending districts requested their estimated enrollments for 2016-2017 and the finance committee meetings will begin either late January or early February.*

- **Update on the 2014/2015 Audit**

*Mrs. Coates provided an Audit and GASB 68 update relating to information that auditors need from the state treasury to complete the audits. She said that pension information from the state has been extremely delayed and schools are encouraged to comply with the statutory deadline for the submission reports by December 7<sup>th</sup>. A tentative schedule is in place for the auditor to be at the December 15<sup>th</sup> meeting to present the audit. The Department of Education has informed her that schools may submit the reporting package including the AUDSUM by the close of business on Monday, December 21<sup>st</sup> without any adverse findings by the department that will prevent loss of points towards QSAC.*

2014-2015  
Audit Update

- **Buildings & Grounds– Action Items**
  - **Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists**

Buildings &  
Grounds  
(Action Item)

*Mrs. Coates said that the Comprehensive Maintenance Plan, M-1 and Facilities Checklists for each building will be an action item next week. These are annual reports that are required to be turned into the county office and go hand in hand with the QSAC statement of assurances.*

*Dr. Kasyan concluded the Committee of the Whole Reports portion of the meeting. His Superintendent report will be presented at next Tuesday's meeting.*

*Dr. Kasyan addressed Mrs. Garrett-Muly's question on the Surf Coach position and said the position was for the current school year.*

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

- Enrollment – **Document**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports–  
**Document**
- HIB Report, October — **Document**

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

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

*Discussion: None*

*Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (4) Mrs. Smith, Mr. Sorino, Mr. Vitale, Mr. Walsh*

**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.

Public Forum  
on Agenda  
items

*Carl Straub, 27 Willow Way, Manasquan – Mrs. Coates and Dr. Kasyan addressed Mr. Straub questions on the interest on the old debt and how it is reflected in the new proposal and where the \$14 million of retired debt comes from since it does not jive with the numbers in the August 25<sup>th</sup> presentation. Mrs. Coates addressed Mr. Straub's questions on the loan repayment and clarified that non-conforming debt repayment is no longer permitted and that you cannot compare the spreadsheets from the first project with the newly proposed project. Mr. Straub recommended that the board tell the people exactly what it will cost them. Mr. Pellegrino said that it is the intention of the board to make everyone aware of the cost.*

*Nathan Loveland, 33 Stockton Lake Blvd., Manasquan – Mr. Loveland thanked the board for their efforts in splitting the question and trying to get the referendum to move forward. He said there are many parents in addition to himself that are in support of the project.*

*Marilyn Jacobson, 59 McLean Avenue, Manasquan – Mrs. Jacobson spoke on the bond payment and her problem with understanding the cost factor and payment. She questioned the comment on community input and asked why she was not notified of a committee meeting. Mr. Pellegrino said the referendum committee has not met since last speaking to her about her interest in being included in the meeting. He said Dr. Kasyan would reach out to the public referendum committee to meet and formulate a plan to pass the referendum after a positive vote this evening to move forward with the referendum. Mrs. Jacobson said she had a misunderstanding of the purpose of the referendum committee as explained by Mr. Pellegrino and would now have to think about being a part of the committee. Mrs. Jacobson asked for the cost of the last referendum. Mrs. Coates said that an OPRA request was received and at the date it was filed on November 13<sup>th</sup>, the total cost was \$33,200 which includes professional services that amounted to \$18,642. The cost for holding the referendum at that*

point was \$14,560.00. Mr. Pellegrino said the cost for this referendum will be less as a result of modifying the poll hours. Mrs. Jacobson asked for the status of the repayment of the FEMA loan. Mr. Pellegrino said this is not an agenda item. Mrs. Jacobson is fine with the improvements but said it is not fair that the sending district do not contribute and this needs to change and this is a main reason the referendum failed. Mr. Pellegrino clarified the two questions and the voting process for the two questions. Mrs. Jacobson suggested separating the questions by high school and elementary school and the field.

Carol Kirkman, 22 Willow Way, Manasquan – Ms. Kirkman commented on the timing of the voting from 2:00 p.m. to 9:00 p.m. and how it will only result in only a savings of approximately \$1800. She is concerned that the referendum being held in the dead of winter with these poll hours seems biased and will not be conducive for the voters especially the older voters. Mr. Pellegrino said that was not the intention of the board and it was decided to save money. Mr. Pellegrino addressed her comment on providing information to the public and said that in order to improve communication with the public notifications and publications are made available on the website.

Deidre McGuinness, 907 Clairidge Drive, Spring Lake Heights – Ms. McGuinness commented positively on the strategic plan presentation but has concerns with the lack of staffing for some clubs such as the chess club. She said that more efforts need to be made in communicating between parents and the administration and being more pro-active and motivated in order to fill the advisor positions for clubs. Dr. Kasyan said a chess club advisor position is on the agenda for approval this month. She believes that the building principal should be more involved and engaged with the students' activities and advocate in order to get the advisors.

Marilyn Jacobson, 59 McLean Avenue, Manasquan – Mrs. Jacobson asked for clarification of the committee of the whole process and discussion that take place at this meeting and asked how information on the referendum presentation being voted on this evening was provided to the board. Dr. Kasyan said that he is honest and forthright and the facts and figures provided by the professionals are correct. He referred to the Statement to the Public read at every meeting that focuses on the fact that it may seem to the general public that when the board votes on agenda items that they have not taken a good focus or scrutiny on those items. He said that these things are discussed before they get to the board table and he does communicate with members of the board on agenda items either at the board table or individually. He said the board is focused on doing what is best for the community and the children, inclusive of the sending district representatives, who had the opportunity to discuss with him the concepts in tonight's presentations. Mrs. Jacobson said that since it was just presented tonight she feels that voting on it tonight is premature. Mr. Pellegrino said the board will have the opportunity to express their opinions on the referendum during the discussion period prior to voting.

Mr. Clayton said he suggested tabling it at the last meeting to allow for more time to discuss the matter.

Carl Straub, 27 Willow Way, Manasquan – Mr. Straub asked for the difference in the interest changing the bond from 20 to 25 years. Mrs. Coates did not have the information available and would contact Mr. Straub tomorrow with a response.

David Hallman, 252 Cedar Avenue, Manasquan – Mr. Hallman said at no point during the conversation has he heard how this will affect the students and if we delay the project it will affect the students in being able to take biology in their freshman year and then affect taking AP Physics in their senior year. He spoke from experience with his son and would not like this to happen to any other students. He asked the board to think of the students when voting tonight and leave the financial matter left up to the voters.

Chris Neely, Coast Star Reporter - Mr. Neely asked for clarification of the 3.85 interest rate being arbitrary. Mrs. Coates said that the thresholds were arbitrary because of the possibility of interest

*rates rising in addition to a volatile market. The incremental increases were given to provide an illustration of what the interest will be at 3.85%. Mr. Neely asked why the district isn't using money out of the capital reserve account towards the project. Mr. Pellegrino said that the capital reserve is there to make improvements to the facilities and these funds may be used to take care of areas that were removed from the project. Mrs. Coates addressed his question on the payment process and how payments are established. Dr. Kasyan explained that the district has financial advisors who based on their experience and knowledge of interest rates provided the rate used in the charts.*

*Carol Kirkman, Willow Way, Manasquan – Ms. Kirkman said that people may be confused because the charts only show increases on the loan and not the other costs to the taxpayers. Mr. Pellegrino said that the budget can only be raised 2% each year for other expenses and the facilities will go into further decline if things cannot be addressed through the referendum.*

*Mr. Pellegrino closed the Public Forum seeing no additional comments from the public.*

*Mr. Pellegrino asked if there were any questions from the board on Manasquan Items A through K. Mr. Pellegrino addressed Mrs. Garrett-Muly's question on Item C and said they were Manasquan Elementary clubs. Seeing no further questions or comments, Items A through K will be included on the November 24, 2015 Regular Public Meeting agenda.*

## 12. MANASQUAN

### Secretary's Report

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

The Business Administrator/Board Secretary certifies that as of **October 31, 2015** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

**Be It Resolved:** Pursuant to N.J.A.C. 6A:23A-16.10 (c)3 the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **October 31, 2015** 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 October 31, 2015 per Document.** (The Treasurer of School Moneys Report for the month of **October 2015** 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 **October 31, 2015** 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 **2015-2016 budgets for October and November** as recommended by the Superintendent of Schools, as per Document.

Recommend **acceptance of the Elementary School Central Funds Report** for the month ending **October 31, 2015** as per Document.

**Purchase Orders** for the month of **November 2015** be approved, as per Document.



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

**Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,239,493.33** for the month of **November 2015** be approved. Records of, checks (**#37258** through **#37263**) and distributions are on file in the Business Office.

**Confirmation of Bills (Current Expense)** for **October 2015** at **\$2,298,576.28** and checks (**#37075** through **#37257**).

**General Items**

- B) **Recommend** approval of the 2016 Board of Education meeting dates as per Document.
- C) **Recommend** approval of the creation of Central Fund accounts (3) for the following:
  - o **History Club**
  - o **Video Club**
  - o **STEM Club**
- D) **Recommend** approval of Dr. Smoller, Developmental Pediatrician, to conduct a neuro-developmental pediatric evaluation at a rate of \$450.00 for elementary school student #292917 as part of a Child Study Team Evaluation.
- E) **Recommend** approval of Dr. Smoller, Developmental Pediatrician, to conduct a neuro-developmental pediatric evaluation at a rate of \$450.00 for elementary school student #302923 as part of a Child Study Team Evaluation.
- F) **Recommend** approval of the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists, as per Document.

**Personnel**

- G) **Recommend** approval of the Elementary School personnel as per Document.

**Professional Days**

- H) **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>             |
|-----------------------|---|---|-----------------------|------------|-------------------------|
| 2015-2016 School Year | Kathleen Stonaker                       | To be reimbursed .31 a mile for mileage related to job duties | Job Related Functions | No         | Not to exceed \$300.00  |
| December 8, 2015      | Laura Wahl<br>Mark Levy<br>Oriana Kopec | Mt. Laurel, NJ  | Observe STEM Program  | Yes        | Mileage - \$113.00 each |
| December 3, 2015      | Kathleen Stonaker                       | Millstone   | Network & Training    | No         | Mileage - \$8.00        |

|                  |   |                   |                            |     |                        |
|------------------|---|-------------------|----------------------------|-----|------------------------|
| December 8, 2015 | Robert Markovitch<br>Kirt Wahl<br>Jestine Jones | Mt. Laurel,<br>NJ | Observe<br>STEM<br>Gr. 7/8 | Yes | Mileage - \$39.24 each |
|------------------|---|-------------------|----------------------------|-----|------------------------|

**Student Action**

**Field Trips**

**I) 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> |
|--------------------------------|--|----------------|---------------------------------------|------------------------|----------------|--------------------------|-------------------|
| December 22, 2015              | 4 <sup>th</sup> Grade Classes                                    | Grade 4        | Algonquin Theater                     | Visual Performing Arts | None           | None                     | Student Funds     |
| May 24, 2016                   | 4 <sup>th</sup> Grade Classes                                    | Grade 4        | Trenton, NJ                           | Historical Sights      | Yes- 1 Nurse   | None                     | Student Funds     |
| June, 2016 (TBD)               | Cathy Taft<br>Brianna Snell<br>Jessica Woytowicz<br>Desiree Faul | Grade 4        | Bailey Reed House                     | Manasquan History      | None           | None                     | None              |
| April 14, 2016                 | 3 <sup>rd</sup> Grade Teachers                                   | Grade 3        | Liberty Science Center                | STEM- Design Process   | Yes- 1 Nurse   | None                     | Student Funds     |
| December 22, 2015              | 3 <sup>rd</sup> Grade Teachers                                   | Grade 3        | Algonquin Theater                     | Visual Performing Arts | None           | None                     | Student Funds     |
| December 22, 2015              | 5 <sup>th</sup> Grade Teachers                                   | Grade 5        | Algonquin Theater                     | Visual Performing Arts | None           | None                     | Student Funds     |
| May 16-17, 2016                | Richard Kirk   | Grade 8        | Valley Forge Amish Country Gettysburg | Historical Sights      | Yes-7 1- Nurse | 2 Buses \$4,800          | Central Fund      |
| February 4, 2016               | Tom Russoniello<br>Ann Marie LaMorticella                        | Grade 8 – G&T  | Spring Lake Heights School            | Geography Tournament   | Yes-1          | None                     | None              |
| December 4, 2015 (Date Change) | Laura Wahl<br>Ann Marie LaMorticella                             | Grade 6 – G&T  | Middletown Arts Center                | Space Convocation      | Yes-1          | None                     | None              |

**Placement of Students on Home Instruction**

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

**Placement of Students Out of District**

**K) Recommend** approval of the revised out of district placement list, as recommended by the Child Study Team as per **Document \_\_\_.**

*Mr. Pellegrino continued with Manasquan General Items L and M and asked if there was no objection to voting on both items together. Seeing no objection, Mr. Pellegrino asked for a motion to approve Items L and M.*

Motion was made by Mrs. DiPalma, seconded by Mr. Cattani, to approve Manasquan Items L and M.

Discussion: None

Roll Call Vote: Ayes (6); Nays (0); Absent (3) Mrs. Smith, Mr. Sorino, Mr. Walsh

MOTION CARRIED

**General Items**

L) **Recommend** approval of a special referendum to be held on January 26, 2016 with poll hours of 2:00 p.m. to 9:00 p.m.

M) **Recommend** that a revised Debt Service project application for the Manasquan High School be submitted to the Department of Education.

Mr. Pellegrino asked if there were any questions on Manasquan/Sending District Items N through V. Mrs. Coates addressed Mrs. Garrett-Muly's question on how the district schedules disposal of obsolete equipment and said this is addressed on an as needed basis. Seeing no additional questions or comments Manasquan/Sending District Items N through V will be included on the November 24, 2015 Regular Public Meeting agenda.

Manasquan  
Items L and M  
ACTION ITEMS

Special  
Referendum  
January 26,  
2016

Debt Service  
Application  
High School

Manasquan /  
Sending  
District Items N  
- V  
Discussion only

**13. MANASQUAN/SENDING DISTRICTS**

**General Items**

N) **Recommend** approval of obsolete equipment as per **Document** \_\_\_\_.

O) **Recommend** approval of the 2015-2019 Strategic Plan as presented on November 17, 2015.

P) **Recommend** approval of the **Memorandum of Agreement** with Law Enforcement Officials and the Manasquan School District for the **2015-2016** School Year (on file at the Board of Education office).

Q) **Recommend** approval of the creation of Central Fund account for the following:

- o Hands Together Club

**Personnel**

R) **Recommend** approval of the High School personnel as per **Document** .

**Professional Days**

S) **Recommend** approval of the **attendance** of staff members at conferences/workshops indicated below:

| Date                | Name                                   | Destination  | Purpose                   | Sub | Cost  |
|---------------------|--|--------------|---------------------------|-----|---|
| April 12, 2016      | Lynn Coates                            | Mt. Laurel   | NJASBO                    | No  | Mileage - \$37.37   |
| December 3, 2015    | Lynn Coates<br>Kim Read                | Robbinsville | Affordable<br>Care Act    | No  | Mileage - \$21.51 each  |
| December 3, 2015    | Susan Lord Van<br>Note                 | Millstone    | LDTC<br>Consortium        | No  | Mileage - \$16.00   |
| November 20, 2015   | Susan Lord Van<br>Note<br>Robert Kehoe | Hamilton     | Open House                | No  | Mileage - \$25.50 each  |
| January 7, 2016     | Susan Lord Van<br>Note                 | Lincroft     | Disability<br>Services    | No  | Mileage - \$11.54   |
| January 16-19, 2016 | Richard Read                           | Chicago, IL  | Cenergistic<br>Conference | Yes | Tolls - \$25.00<br>Parking - \$54.00<br>Mileage - \$41.47<br>Baggage - \$110.00<br>Seat - \$40.00<br>Meals-\$192.00 |

MINUTES – November 17, 2015

*Manasquan /  
Sending  
District Items N  
- V  
Discussion only*

|                   |                                |                            |                                |     |   |
|-------------------|--------------------------------|----------------------------|--------------------------------|-----|---|
| October 28, 2015  | Amy Edwards<br>Carrie Eastmond | MHS Media<br>Center        | Power Save<br>Grant            | Yes | None  |
| November 13, 2015 | Claire Kozic                   | MHS Gym                    | Blood Drive                    | Yes | None  |
| December 4, 2015  | James Fagen                    | Princeton                  | NJCHE<br>History<br>Conference | Yes | Mileage - \$18.37<br>Registration - \$75.00 |
| December 4, 2015  | Jason Bryant                   | Princeton                  | NJCHE<br>History<br>Conference | Yes | Registration - \$75.00                      |
| December 2015     | Harry Harvey                   | Oratory Prep<br>Summit, NJ | Cinema<br>Studies              | Yes | Mileage - \$38.75                           |
| November 19, 2015 | Bernard Bigley                 | Eatontown,<br>NJ           | Efficiency<br>Conference       | No  | Registration - \$ 30.00                     |

**Student Action**

**Field Trips**

T) 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<br/>Board<br/>Costs</u>         | <u>Other<br/>Fund</u>                       |
|-----------------------------|-----------------------|------------------------|-----------------------------------|--------------------------------|------------|--|---|
| December 10, 2015           | Allyson Griffith      | Spanish<br>11/12       | NYC                               | Museum of<br>Modern Art        | Yes-2      | None                                     | Spanis<br>h Club<br>and<br>Student<br>Funds |
| November 16 and<br>23, 2015 | Lisa Crowning         | Academic<br>Team       | Donovan<br>Catholic               | Academic<br>Competition        | None       | 1-2 Buses at<br>\$350each<br>Reg @ \$400 | None  |
| December 7, 2015            | Jill Santucci         | Peer<br>Leaders        | First<br>Presbyterian             | Peer Training                  | Yes-1      | None                                     | None  |
| March 6, 2016               | Alan Abraham          | Marching<br>Band       | Belmar, NJ                        | St. Patrick's<br>Day Parade    | None       | 2 Buses at<br>\$275 each                 | None  |
| March 12, 2016              | Alan Abraham          | Marching<br>Band       | Seaside<br>Park, NJ               | St. Patrick's<br>Day Parade    | None       | 2 Buses at<br>\$275 each                 | None  |
| May, 2016 (TBD)             | Alan Abraham          | Jazz Band              | Spring Lake<br>Heights<br>Schools | Recruitment<br>Tour            | Yes-1      | 1 Bus -<br>\$350                         | None  |
| May, 2016 (TBD)             | Alan Abraham          | Jazz Band              | Baltimore,<br>MD                  | Performance                    | Yes-1      | 1 Bus -<br>\$1,250                       | None  |
| May 28, 2016                | Alan Abraham          | Marching<br>Band       | Bradley<br>Beach, NJ              | Memorial<br>Day Parade         | None       | 1 Bus -<br>\$350                         | None  |
| May 30, 2016                | Alan Abraham          | Marching<br>Band       | Manasquan                         | Memorial<br>Day Parade         | None       | 2 Buses at<br>\$150 each                 | None  |
| June 4, 2016                | Alan Abraham          | Marching<br>Band       | Wildwood,<br>NJ                   | Elks<br>Convention<br>Parade   | None       | None                                     | None  |
| June 19, 2016               | Alan Abraham          | Jazz Band              | Belmar, NJ                        | Blues &<br>Seafood<br>Festival | None       | None                                     | None  |
| December 3, 2015            | Pamela<br>Grandinetti | Special Ed<br>Gr. 9-12 | NYC                               | 911<br>Memorial                | Yes-4      | 2 Buses at<br>\$550 each                 | Student<br>Funds                            |
| March 1-2, 2016             | James Fagen           | History                | St. Peter's<br>University         | Model UN<br>Conference         | Yes-2      | Bus -\$1,100<br>Registration<br>- \$1400 | None  |

**Placement of Students on Home Instruction**

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

|         |                 |  |
|---------|-----------------|--|
| #192907 | <b>Grade 9</b>  | <b>October 26, 2015 – December 23, 2015 (Medical)</b>  |
| #182806 | <b>Grade 10</b> | <b>October 26, 2015 – December 23, 2015 (Medical)</b>  |
| #171861 | <b>Grade 11</b> | <b>October 13, 2015 – November 20, 2015 (Medical)</b>  |
| #162534 | <b>Grade 12</b> | <b>September 30, 2015 – January 20, 2016 (Medical)</b> |

**Financials**

V) **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **October 31, 2015 as per Document** .

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

**14) Old Business/New Business**

*Under New Business: Mr. Furey complimented the Manasquan High School Jazz Band for the outstanding performance they provided at the Belmar Historical Society's fund raiser. Mr. Furey said that in addition to the music being terrific the band members were well behaved and interacted with the guests and represented Manasquan High School very well.*

*Under New Business: Mr. Pellegrino reported that starting with the January meeting the board will be making a movement towards reducing the amount of paper by using electronic devices at the board meetings in an attempt to go green. It will be a gradual process to eliminate paper and hopefully the agenda and attachments will be on the device by March no longer relying on paper as a board.*

*Mr. Pellegrino opened the second public forum.*

**15) Public Forum**

*Mr. Pellegrino closed the Public Forum seeing no questions or comments from the public. He asked for a motion to enter Executive Session and read the following statement.*

**16) 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 may hold an "Executive Session" from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

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

**WHEREAS**, the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

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

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

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

*Manasquan /  
Sending  
District Items N  
- V  
Discussion only*

*Old / New  
Business*

*Public Forum*

*Executive  
Session*

Executive Session

- \_\_\_ 2. Impact Rights to Receive Federal Funds
- \_\_\_ 3. Unwarranted Invasion of Individual Privacy
- X 4. Collective Bargaining (Update - MEA Negotiations)
- \_\_\_ 5. Acquisition of Real Property or Investment of Fund
- \_\_\_ 6. Public Safety Procedures
- X 7. Litigation or Contract Matters or Att./Client Privilege (**Outcome of RFPs**)
- X 8. Personnel Matters (Leave of Absence, Increment Withholding, Hiring, **Unaffiliated Employees**)
- \_\_\_ 9. Imposition of Penalties Upon an Individual

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

*Mr. Pellegrino said the board would be in executive session approximately 15 minutes and would be returning to take further action.*

*Motion was made by Mr. Burns, seconded by Mr. Cattani, and approved by voice vote of all those present in favor to enter into Executive Session at 8:30 p.m. MOTION CARRIED*

*Mr. Pellegrino asked for a motion to reconvene the Committee of the Whole Meeting.*

*Motion was made by Mr. Clayton, seconded by Mr. Cattani, and approved by voice vote of all those present in favor to reconvene the Committee of the Whole Meeting at 8:42 p.m.*

Meeting Reconvened

**Roll Call:**

|                        |                             |                                      |
|------------------------|-----------------------------|--------------------------------------|
| <i>Martin Burns</i>    | <i>Mark Furey (Belmar)</i>  | <i>Colleen Smith - absent</i>        |
| <i>Eugene Cattani</i>  | <i>Erik Gardner (SLH)</i>   | <i>Alfred Sorino - absent</i>        |
| <i>Kenneth Clayton</i> | <i>Heather Garrett-Muly</i> | <i>Tedd Vitale (Brielle)- absent</i> |
| <i>Linda DiPalma</i>   | <i>Thomas Pellegrino</i>    | <i>James Walsh - absent</i>          |

Roll Call

*Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Gabriella Pettineo, Board Attorney; Sandi Freeman, Recording Secretary. Absent: Shawn Nolan; Julia Hohenstein; Matthew DelGuercio and Megan Gianforte, Student Board Representatives*

*Mr. Pellegrino asked for a motion to approve Manasquan Item #17 – Personnel.*

*Motion was made by Mr. Clayton, seconded by Mr. Burns, to approve Manasquan Item #17 - Personnel.*

*Discussion: None*

*Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mrs. Smith; Mr. Sorino Mr. Walsh MOTION CARRIED*

Manasquan Item #17

**17) Personnel - MANASQUAN**

***W) Recommend approval of the Elementary School personnel as per Document A.***

E.S. Personnel Document A

*Mr. Pellegrino asked for a motion to approve Manasquan Item #18-X.*

*Motion was made by Mr. Clayton, seconded by Mrs. DiPalma, to approve Manasquan Item #18. Discussion: Mr. Pellegrino replied to Mrs. Garrett-Muly's request for clarity on whether this is the item that required her to step out of executive session and said that matter will be addressed shortly. He said this vote is for the MEA Agreement.*

*Roll Call Vote: Ayes (5); Nays (0); Abstain (1) Mrs. Garrett-Muly; Absent (3) Mrs. Smith, Mr. Sorino, Mr. Walsh MOTION CARRIED*

Manasquan Item #18

**18) General - MANASQUAN**

X) *Recommend approval of the Memorandum of Agreement between the Manasquan Board of Education and the Manasquan Education Association and associated salary guides for the 2015-2018 school years per Document B.*

*Mr. Pellegrino asked for approval of an additional Item #19 that was presented and discussed in Closed Executive Session.*

*Motion was made by Mr. Clayton, seconded by Mrs. DiPalma, to approve the Manasquan School District's Non-Affiliated Employees Agreement, as specified in Document C.*

*Discussion: None*

*Roll Call Vote: Ayes (5); Nays (0); Abstain (1) Mrs. Garrett-Muly; Absent (3) Mrs. Smith, Mr. Sorino, Mr. Walsh* **MOTION CARRIED**

19) *Recommend approval of the Manasquan School District's Non-Affiliated Employees Agreement, as per Document C*

*Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item 20 – Personnel.*

*Motion was made by Mr. Clayton, seconded by Mr. Furey, to approve Manasquan/Sending District Item #20 – Personnel.*

*Discussion: None*

*Roll Call Vote: Ayes (7); Nays (0); Abstain (1) Mrs. Garrett-Muly; Absent (4) Mrs. Smith; Mr. Sorino; Mr. Vitale; Mr. Walsh* **MOTION CARRIED**

**20) Personnel – MANASQUAN/SENDING DISTRICTS**

Y) *Recommend approval of the High School personnel as per Document 1.*

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

*Motion was made by Mr. Furey, seconded by Mr. Cattani, and approved by voice vote of all those present in favor to adjourn the Committee of the Whole meeting at 8:50 p.m.*

**21) Adjournment**

Motion to Adjourn

Respectfully submitted,



Lynn Coates  
Board Secretary

Memorandum  
of Agreement  
MBOE – MEA  
Document B

Non-Affiliated  
Employees  
Agreement  
Document C

Manasquan /  
Sending  
District Item  
#20

H.S. Personnel  
Document 1

Adjournment