

BOARD OF EDUCATION
Borough of Manasquan

The Combined Committee of the Whole Meeting and Regular Public Board of Education meeting of the Manasquan Board of Education was held in the Manasquan High School Charles Raffetto Media Center on Tuesday, November 19, 2019.

The President, Mr. Cattani, 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. Cattani requested that everyone join in the Pledge of Allegiance.

2. Pledge of Allegiance

Pledge of
Allegiance

3. Roll Call

| | | |
|------------------------------|----------------------------------|---|
| <i>Bruce Bolderman</i> | <i>Mark Furey (Belmar)</i> | <i>Anne McGarry (SLH)</i> |
| <i>Donna Bosson</i> | <i>Terence Hoverter - absent</i> | <i>Alexis Pollock – arrived 6:07 p.m.</i> |
| <i>Martin Burns - absent</i> | <i>Dennis Ingoglia (Brielle)</i> | <i>Alfred Sorino</i> |
| <i>Eugene Cattani</i> | <i>Joseph Loffredo</i> | <i>Colin Warren – absent</i> |

Roll Call

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Gabrielle Pettineo; Board Attorney; Jesse Place, Assistant Superintendent; Rick Coppola, Director of Curriculum and Instruction; Lesley Kenney, Director of School Counseling Services; Sandi Freeman, Recording Secretary; Richard Maloney, Student Board Representative. Absent: Jane Antonucci and Nick Fahrion, Student Board Representatives

Quorum Reached

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

4. Mission Statement

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

Mission
Statement

5. Statement to the Public

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then placed on the agenda at the next Combined Committee of the Whole and Regular Board meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After discussion during the Committee of the Whole portion of the meeting, the matter is focused on during the Regular Public Board Meeting agenda and presented to the Board of Education for a vote.

Statement to
the Public

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

Motion was made by Mr. Furey, seconded by Mrs. Bossone, to accept and approved the minutes as specified in Item #6.

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (4) Mr. Burns; Mr. Hoverter; Mrs. Pollock; Mr. Warren
MOTION CARRIED

Minutes

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of October 29, 2019. 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. Cattani introduced Richard Maloney and requested that Mrs. Coates administer the Oath of Office. Mrs. Coates congratulated Richard and welcomed him to the board.

Mr. Cattani asked Richard to provide the student board representative report.

7. Student Board Representative Report

Oath of Office

- **Richard Maloney**

Student Board
Representative
Report

Oath of Office
R. Maloney

Richard reported that the Key Club food drive was underway and the students are preparing for Homecoming and the holidays.

Mr. Cattani asked for a motion to accept the Student Board Representative report.

Motion was made by Mr. Sorino, seconded by Mr. Loffredo, to accept the Student Board Representative Report.

Acceptance of
Student Board
Representative
Report

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (4) Mr. Burns; Mr. Hoverter; Mrs. Pollock; Mr. Warren
MOTION CARRIED

Mr. Cattani made a modification to the agenda and asked that the Presentations take place prior to the Principals' Reports. He turned the floor over to Dr. Kasyan for the presentations.

8. Presentations

Presentations

Dr. Kasyan thanked and welcomed everyone for being at the meeting. He requested the presentations take place prior to the Principals' reports for two reasons. The first is because the students really do come first and that second is that tonight marks the last meeting after 25 years of being a business administrator for Lynn Coates. He complimented and thanked Mrs. Coates for her dedication and service to the district.

Dr. Kasyan provided the criteria that must be met to be selected as Students of the Month and Elks Students of the Month. He read a poem that expresses the qualities and traits of a teacher. Dr. Kasyan introduced the high school and elementary school students of the month, the Elks elementary school student of the month and Elks teenager of the month for November and the high school and elementary school teachers of the month for November. He presented them with Certificates of Appreciation and Wally Bucks.

Students and
Teachers of the
Month

- **High School Students of the Month for November** – Christopher Pierro, Senior – Rebecca Witkin, Junior – Jack Minton, Sophomore – Reese Hearon, Freshman
- **High School Teacher of the Month for November** – Kris Buss

- **Elementary School Student of the Month for November – Hannah Snyder**
- **Elementary School Teacher of the Month for November – Oriana Kopec**
- **Elks Elementary School Student of the Month for November – Julia Nowak**
- **Elks Teenager of the Month for November- Timi Meade**

Students and
Teachers of the
Month
(continued)

Dr. Kasyan asked Mrs. Coates to join him at the podium and publically congratulated her for 25 years of service in New Jersey public schools. He thanked her for supporting and assisting him in his role as Superintendent and for what she has done over the course of her career for children. On behalf of the Manasquan Board of Education he presented her with a warrior head sculpture and a shadow box constructed by the high school wood shop students. Mrs. Coates thanked the board, administration, staff and students, and the ladies in the business office and board of education building for all of the support.

Lynn Coates
Retirement

- **Retirees**
 - **Lynn Coates**

Dr. Kasyan asked for a brief recess to partake in celebratory cake.

Dr. Kasyan continued with the presentations and introduced Mr. Notley, for a project update.

Mr. Notley provided a program summary of the overall referendum that includes the replacement of the HVAC equipment at the high school along with upgrades to the high school fire alarm system. He discussed the design phase and reported that monthly meetings have been held with the district, Regan Young England Butera Architects, Kelter & Gilligo Consulting Engineers and his firm, New Road Construction Management. He discussed the bidding phase that included bids being issued on October 1, 2019, with a pre-bid meeting held on October 15, 2019 and a bid opening on November 13, 2019 with seven bids submitted by general contractors. Mr. Notley explained the form of bid that included six alternate bid items with a budgeted construction cost of \$6.65 million. He reviewed the bid results and reported that Thermal Piping presented the low bid that included all additive alternate bid items in the amount of \$5,388,100. He has worked with Thermal Piping in the past and is very comfortable in recommending this award to the board. A preconstruction meeting is scheduled for tomorrow pending the approval of the contract this evening by the board. He thanked the board and is looking forward to another successful construction program. He congratulated Mrs. Coates on her retirement and enjoyed working with her over the years at Manasquan and Little Egg Harbor. A copy of Mr. Notley's report will be included in the formal minutes.

New Road
Construction
Report –
Project Update
R. Notley

Mr. Notley addressed Dr. Kasyan's request to explain how they arrived at the low bidder being Thermal Piping with the inclusion of the four alternates. Dr. Kasyan thanked Mr. Notley for his report.

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

Mr. Cattani continued with the Principals' Reports and turned the floor over to Mrs. Graziano for the elementary school report.

9. Principal Report

- **Elementary School – Colleen Graziano**

Mrs. Graziano provided an update of the Math Committee selection process and said one additional presentation will take place after which a decision will be shared with the board. She reported that the professional development with the sending district cohort is moving along beautifully and teachers are bringing back great feedback. She provided a review of the modified middle school schedule that now aligns with the new high school schedule. This will be monitored during the second marking period to see how this schedule is progressing. Mrs. Graziano and Mr. Roach provided an update on the STEM program at the elementary school with a focus on the middle school students. She said the newly built

Principals
Reports

Elementary
School
Mrs. Graziano

STEM lab has provided awesome opportunities for the students and teachers and thanked the board and Dr. Kasyan for supporting this program. She reported on the engineering design process and activities that take place in the STEM Lab. She turned the floor over to Mr. Roach to share information on the new materials being used and activities taking place in the STEM classes and also integrated into all of the classes. Mr. Roach provided details on enrichment opportunities that the STEM students participated in at the Liberty Science Center for a space convocation. The fifth grade students will be participating in the Makerfest, which is the middle schools version of the STEAM TANK Challenge. He is proud to report that Manasquan has been selected to go to the Amazon Fulfillment Center in January and twenty-five students from Grades 6, 7, and 8 will participate in the trip to experience the logistics and automation offered at the factory. Mr. Roach concluded the report. A copy of the report will be included in the formal minutes.

Principals
Reports

Elementary
School
Mrs. Graziano
(continued)

Dr. Kasyan thanked Mrs. Graziano and Mr. Roach for their report. He turned the floor over to Mr. Goodall for the high school report.

○ High School – Robert Goodall

High School
Mr. Goodall

Mr. Goodall congratulated Mrs. Coates on her retirement and wished her the best on her new journey. He thanked her for her assistance in transitioning him into the district. Mr. Goodall reported that there are a lot of activities relating to college search and application process at the high school. National Signing Day for student athletes across the country took place on November 13th and five students signed their national letter of intent to attend universities and colleges and be an athlete at the colleges. He reported that four students were selected to perform with the All Shore Chorus and congratulated these students on this achievement. Mr. Goodall congratulated the high school students on an outstanding performance of Dracula that received rave reviews from those in attendance. He congratulated Mr. Weisert and all of the students involved in the drama production of Dracula and he looks forward to the spring musical production. Mr. Goodall reported on a very positive Freshman for A Day program and thanked Mrs. Kenney and the Guidance Department for their efforts in providing programs and services especially in the efforts to transition our 8th grade students and those from the sending districts to attend the high school. He said this program provides an authentic high school experience for the 8th grade student. Mr. Goodall reported on a growing trend from college admissions offices to visit the high school and offer an instant decision day for admission to their college. Mr. Goodall reported on the StarLab planetarium that was set up in the media center and utilized by the Lab Astronomy classes along with other science classes. He said the StarLab provided a great authentic experience for the students and complimented Mrs. McHugh for arranging this activity. Mr. Goodall concluded his report. A copy of the report will be included in the formal minutes.

Dr. Kasyan continued with the Committee of the Whole discussion items for November 19, 2019.

10. Discussion Items November 19, 2019 Agenda

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

○ 2019-2020 School Year Calendar

Discussion
Items

2019-2020
School Year
Calendar

Dr. Kasyan discussed the “draft” 2019-2020 school year calendar and the decision of bringing the teachers back before Labor Day. The calendar was reviewed by the MEA and they are in agreement. The calendar has not been finalized at this time but the teachers returning on September 3rd has been set with the students returning on September 8th. The calendar will be on the December agenda for final approval.

○ ES Multi-purpose Room*

Dr. Kasyan referred to the elementary school multi-purpose room also known as the cafetorium used by the upper grade level students and a crack that was discovered in the floor. He provided details on this type of synthetic flooring that contains mercury. Mr. Hudson noticed the crack and reached out to Environmental Connection to test the floor on August 16th. The testing took place over three days with samples taken under different operating conditions. Dr. Kasyan provided the results of the testing and the levels detected during the investigation did not rise above the threshold deemed protective of preschool aged students which was well below the California standards. The complete report was made

E.S. Multi-
Purpose Room
Floor

available to the board and a thorough examination of the environment was conducted and there is no problem present. It was recommended by Environmental Connection to have the HVAC system continuously ventilate the cafetorium or at a minimum begin ventilation two hours before occupants arrive. He reported that we continuously ventilate the area. Mrs. Coates, himself, Mrs. Graziano and Mr. Hudson feel that it would be advisable to have Environmental Connection test the area every three months until repairs are made to the floor. The total cost of the sampling over the course of the year would be \$16,180 that represents testing every three months. Dr. Kasyan provided information on the repair of the floor that would cost \$111,000 with soft costs. He explained the process involved in the repair that would recover the entire floor of the cafetorium. Mrs. Bossone asked if there was any guarantee on the floor and why it cracked. Dr. Kasyan said it has been installed over ten years ago. Mr. Loffredo questioned the timeframe involved with the repair process. Mr. Hudson said it would take around two days to pour with approximately a 36 hour cure time. Dr. Kasyan said the entire floor would be recovered and then it would need to be restriped. Mr. Bolderman asked if a six month retesting could be looked into since there is no apparent problem at this time. The board and Mrs. Graziano were in agreement to test every six months.

E.S. Multi-Purpose Room Floor

○ HS New Gymnasium*

Dr. Kasyan said that currently it is being explored on how to come up with funding to renovate the high school gymnasium. A proposed cost for new bleacher and new floor came to \$660,000. Dr. Kasyan provided a rendition provided by Mr. McDermott of turning the court and totally renovating the gym area to include many improvements with a cost of \$3 million. He said the design was developed by Mr. Hudson, Mr. Goodall, Ms. Kukoda, Mr. Cahill and Mr. Bilodeau. This new gym would raise the capacity from 760 as it is now to 2084, provide additional storage for the cafeteria tables and wrestling mats and provide very useful upgrades to the gymnasium, locker rooms and offices. Dr. Kasyan is working on investigating methods of funding this project in addition to funding the elementary school cafetorium and the new Math curriculum cost. Mr. Cattani said that they have reached out to different organizations for potential funding. He will be reconvening the Ad Hoc facilities committee in the near future to look into this project and funding options. A copy of the proposed plans will be included in the formal minutes.

High School New Gymnasium

○ Protection/Narcotics Detection Canines*

Dr. Kasyan expressed the importance of protecting the children in our schools. He spoke on the positive outcome provided by the canines currently being used in the schools. He pointed out that the dogs are only present ten days during the course of the year. He spoke with Mr. Clayton on bringing in our own canine trained in the detection of narcotics and weapons to be used by our security staff. Mr. Clayton researched this and provided Dr. Kasyan with information on bringing in our own canine at a cost of \$5,500 to \$6,000 for a 14-month guaranteed dog already tested and obedience trained. Dr. Kasyan compared the current cost of \$3,000 for ten days in comparison to having a dog all year. Dr. Kasyan shared the pertinent information and details with the board. Dr. Kasyan feels this is a proactive approach to avoid a crisis. Mr. Clayton would be the handler of the dog and a contract would be signed stipulated that if he left the district he would return the dog or purchase it from the district at a pro-rated cost.

Protection/Narcotics Detection Canines

Mrs. Pollock asked what type of security is in place after school hours. Dr. Kasyan said that 911 is available. He said at 5:00 p.m. the gates are closed limiting access to only the gym area. He feels this is an issue that should be further looked into by the board and the administration.

He asked the board for their approval to further explore the use of a canine in the building. Mr. Loffredo asked if there are any school in the area that use canines. Dr. Kasyan was not aware of any other schools. There was no objection from the board to have this explored further.

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

Personnel (Exec. Session)

Dr. Kasyan said personnel would be discussed in Executive Session. The policies were discussed at the last meeting and will be on the agenda for approval of the 2nd reading.

- **Policy - Agenda Items***

- Policies for Revision-2nd Reading***

- P 6112 – Reimbursement of Federal and Other Grant Expenditures
 - P 3159 – Teaching Staff Member/School District Reporting Responsibilities
 - P & R 3218 – Use, Possession, or Distribution of Substances
 - P & R 4218 – Use, Possession, or Distribution of Substances
 - P 4219 – Commercial Driver's License Controlled Substance and Alcohol Use Testing
 - R 6112 – Reimbursement of Federal and Other Grant Expenditures
 - P & R 7440 – School District Security
 - P & R 8600 – Student Transportation
 - P 8630 – Bus Driver/Bus Aide Responsibility
 - R 8630 – Emergency School Bus Procedures
 - P 8670 – Transportation of Special Needs Students
 - P 9210 – Parent Organizations
 - P 9400 – Media Relations

Dr. Kasyan turned the floor over to Mrs. Coates for the Finance and Buildings & Grounds/Facilities discussion items.

- **Finance**

- 2020-2021 Budget Process

Mrs. Coates reported that the Budget Plan of Action has been sent to the district's administrators along with the sending district administrators to provide an awareness of the dates their estimated enrollments were needed for the next school year. Last week a meeting was held with the administrators on the administrative budget roll out for the zero-based budget. The budget information is due back to the business office on December 20th. Last week the letter and form was sent out to the sending district business requesting that they provide their estimated enrollment. We are on task and on time for the budget process. She met three times with Dr. Crawley and will meet again tomorrow to discuss the budget plan of action. Mrs. Coates feels confident that Dr. Crawley is ready to move forward to implement the rest of the plan.

- 2018-2019 Audit

Mrs. Coates provided an update on the 2018-2019 audit. As in the past the late release of audit information from the state to districts and the auditors has delayed the audit process. This information has now been provided and the audit can be submitted until December 23rd without any penalty. We are in the final stages in submitted the Aud-Sum to the state by the auditor and hopes to have this submitted by next week. The auditor will then be contacted to present the audit at the December or January meeting. An exit conference with the auditor took place and there are no audit recommendations for last year's audit.

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

- HVAC/Fire Alarm Bid*

Mrs. Coates said that Mr. Notley reported earlier on the outcome of the HVAC/Fire Alarm bid. She added that Document I is included on the Canvas portal and outlines the bid results that were discussed in Mr. Notley's report. The award of contract is on tonight's agenda for board approval.

Dr. Kasyan continued with the Superintendent's Report.

11. Superintendent's Report & Information Items

Dr. Kasyan pointed out that the board's acceptance and approval of the Superintendent's Report would include the approval of the 6-month testing of the elementary school multi-purpose room floor, in addition to giving Dr. Kasyan permission to research ways of financing the high school new gymnasium

Policies for 2nd
Readings

Finance

2020-2021
Budget Process

2018-2019
Audit

HVAC/Fire
Alarm Bid

Supt's. Report

project that he would report back on in December and permission to acquire further information on the protection/narcotics detection canines and report back with this information in December.

- **ES Multi-purpose Room**
- **HS New Gymnasium**
- **Protection/Narcotics Detection Canines**

Dr. Kasyan reported on the district enrollment, as specified in Document A, the Attendance Comparison, Fire Drill Reports, and Suspensions and Tardy Reports, as specified in Document B, and the HIB Monthly Report, as specified in Document C. Dr. Kasyan complimented the building principals and administration on the coordination of the lock down drills and conducting them at the same time.

- **Enrollment– Document A**
 - **Total Enrollment – 1,484**
 - **High School – 956**
 - **Elementary School – 528**
- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Report, Suspensions & Tardy Reports– Document B**
 - **High School:**
 - **October 9th – Lockdown Drill**
 - **October 23rd – Fire Drill**
 - **Alternative School:**
 - **October 9th – Lockdown Drill**
 - **October 23rd – Fire Drill**
 - **Elementary School:**
 - **October 9th – Lockdown Drill**
 - **October 28th – Fire Drill**
- **HIB Monthly Report – Document C**
 - **High School:**
 - **Two Incidents – 2 Confirmed HIB**
 - **Elementary School:**
 - **One Incident – 1 Not HIB**

ES Multi-Purpose Room

HS New Gymnasium

Protection/
Narcotics
Detection
Canines

Enrollment
Document A

Attendance
Comparison
Reports,
Suspensions &
Tardy Reports
Document B

HIB Monthly
Report
Document C

Report of the
Assistant
Superintendent
Mr. Place

Dr. Kasyan turned the floor over to Mr. Place for the Report of the Assistant Superintendent.

- **Report of the Assistant Superintendent**
 - **MHS 17-18 / 18-19 Final Course Grade and AP Score Comparison**

Mr. Place congratulated Mrs. Coates on her retirement and thanked her for always being available to provide him with her assistance. Mr. Place provided a report on the Manasquan High School Course Grade and AP Score Comparison for 2017-18 to 2018-19 that involved the transition from a 77-minute semester block schedule to a 58-minute drop/rotate schedule. His report provided a final course grade summary by department for 17-18 and 18-19. The report finds that course grades did not really change from year to year. The report also includes a grade summary overview of the AP scores for 2017-18 and 2018-19. Mr. Coppola would be providing a more detailed report in a future report. A copy of Mr. Place's report will be included in the formal minutes.

Mr. Place reported that on the safety and security front discussion took place with Dr. Kasyan on expanding some of the security camera coverage to the fields. Phase I will add a security camera to the football field that will provide a view of the bleachers. A new camera will be added to the front of the high school for a better and wider view. The Phase I is planned for a December or January timeline and Phase II will be looking into how camera coverage could be provided to the lower turf field. He

pointed out that this presents a challenge since there is no network services in this area. He is researching different options at this time and hopes to have this completed prior to the start of spring sports. Mr. Place concluded his report.

*Report of the
Assistant
Superintendent
Mr. Place
(continued)*

Dr. Kasyan turned the floor over to Mr. Coppola, for the Report of the Director of Curriculum and Instruction.

- **Report of the Director of Curriculum and Instruction**
 - 5th Grade English Language Arts – Disaggregated Data

*Report of the
Director of
Curriculum &
Instruction
Mr. Coppola*

Mr. Coppola congratulated Mrs. Coates on her retirement and thanked her for being a part of the process in all that was accomplished during her time at Manasquan. Mr. Coppola thanked everyone for their attention last month during the very long testing report. He pointed out an error that was discovered in the report on the 5th grade English language arts – disaggregated data and provided the correct percentage. Mr. Coppola reported that the November 12th in-service was very productive and he provided details on the areas covered in both schools. He provided information on a writing platform used in the English departments called No Red Ink that provides identification of plagiarism or levels of academic dishonesty and is used as an educational tool to site sources correctly. He will be looking into a similar platform to be used at the high school. He reported that the development of mid-term exams is being worked on with Mr. Goodall and the departments. Conversations are also taking place on pacing and the progress with the new schedule in addition to working on a grade comparison from last year to this year. Honors placement testing for incoming freshman will take place in December and information has been sent to the sending districts on the testing. He spoke on an element of professional development that he would like to expand on that involves visiting other schools with similar programs. A visit is set up with Wall High School with Mr. Murin and Ms. Crowning to review their botany program and use of their greenhouse. He complimented Mrs. Kenney on the very successful Freshman for a Day Program. He also complimented Mrs. Graziano, Mr. Kirk and Mr. Roach on the process being used in their review of the math programs. He will have a completed report on the SAT and Advance Placement Scores at the December meeting. Mr. Coppola concluded his report.

Mrs. Pollock pointed out that she found additional categories on the slide he presented earlier are not adding up and asked that this could be looked into. Mr. Coppola will further review the report.

Dr. Kasyan turned the floor over to Mrs. Kenney for the report of the Director of School Counseling Services.

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

*Report of the
Director of
School
Counseling
Services
Mrs. Kenney*

Mrs. Kenney thanked Mrs. Coates for welcoming her and mentoring her when she arrived in the district. Mrs. Kenney reported on a presentation arranged by Mrs. Sander and provided by the Common Ground Grief Center that detailed grief in schools and how to work with the staff and students. Also during the professional day the Mental Health Association was present on both sides of the street and provided a refresher course on the duties of the crisis team on post-intervention. A program called Lifelines will continue to be implemented that involves the social and emotional learning. She has been working with Mrs. Graziano on the transition program for the 5th grade students and expanding the program to provide opportunities for social and emotional growth in addition to a technology piece with the availability of the 1:1 devices. She reported that a financial aid night was held at the high school presented by College Funding Associates. As of today, she reported that 57% of the seniors have applied to colleges and this shows that post-secondary planning is starting sooner. The Instant Decision Day was held as previously reported by Mr. Goodall and she pointed out the benefits of conducting this program that allows the application fees to be waived and provides the students with information immediately including financial aid packages. She said out of the four students that participated three were accepted and one was wait-listed. She pointed out that this does not bind the student to this decision but does provide a very positive opportunity. She provided a listing of the colleges that visited the school in October and November and this program will continue with the visits in the spring. A

college and career planning night is being planned for late winter for junior parents. She reported that the Freshman for a Day program has far surpassed expectations with a total of 147 students participating in the program. She provided the activities that take place during the program. Mrs. Kenney concluded her report.

Report of the
Director of
School
Counseling
Services
Mrs. Kenney
(continued)

Dr. Kasyan concluded the Superintendent's Report.

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

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

Approval &
Acceptance of
Supt's Report

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Warren

MOTION CARRIED

Recommend approval and acceptance of the Superintendent's Report.

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

Public Forum
on Agenda
Items

12. 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. Cattani closed the public forum seeing no participation from the public.

Mr. Cattani asked if there were any items in Manasquan General Items that required a separate vote. Seeing none, he asked for a motion to approve Items #13 through #17.

Manasquan
General Items
#13 through
#17

Motion was made by Mrs. Pollock, seconded by Mr. Bolderman, to approve Manasquan General Items #13 through #17.

Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Warren

MOTION CARRIED

MANASQUAN General Items

Professional Days

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

None for the Month

E.S.
Professional
Days
(No Report)

Student Action**Field Trips****14. Recommend approval of the field trips listed below:**

| <u>Date</u> | <u>Name</u> | <u>Subject</u> | <u>Destination</u> | <u>Purpose</u> | <u>Sub</u> | <u>Other Board Costs</u> | <u>Other Fund</u> |
|----------------------|---|--------------------|---|---|------------|----------------------------------|---|
| May 29, 2020 | Eric Clark Sarah Gordon Teachers – TBD Nurse – TBD | Music | Allentown Symphony Hall Dorney Park | Music Competition | Yes -8 | 2 Buses - \$3,206.88 Total | Student Funds |
| November 13, 2019 | Heather Saake | Pre-K | Manasquan Firehouse #2 | Fire Safety Information and Tour | No | None | None |
| December 18, 2019 | Jaimee McMullen Amelia Gliddon Samantha Hagel Kristen Minutoli Taylor Ames Pamela Kelly | Grade 5 | Algonquin Theater | Theater Production – Language Arts | No | None | Student Funds |
| January 24, 2020 | Justin Roach Marc Reid Luke Akins | Grades 6-8 Math | Robbinsville | Amazon Fulfillment Center Tour | Yes-2 | None | 1 Bus - \$336.00 Student Funds |
| May 20, 2020 | Kristen Minutoli Samantha Hagel Jaimee McMullen Amelia Gliddon Taylor Ames Pamela Kelly Nurse - TBD | Grade 5 | Camden | Aquarium Tour | Yes-1 | None | 1 Bus - \$700.00 Student Funds |
| May 18-19, 2020 | Richard Kirk Margaret Ciufo Justin Roach 7 Teachers – TBD | Grade 8 | Valley Forge and Gettysburg | Tour of Historic Locations | Yes-8 | 2 Buses - \$5,790.00 Total | Student Funds |

Placement of Students on Home Instruction**15. Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician: **None for the Month****Placement of Students Out of District****16. Recommend** approval of the revised 2019-2020 External Placement list that reflects tuition costs and transportation cost, as per **Document 1**.**Financials****17. Recommend** acceptance of the following **Elementary School Central Funds Report** for the month ending **October, 2019** as per **Document 2**.*E.S. Field Trips**E.S. Home
Instruction
(No Report)**2019-20
External
Placements
Document 1**E.S. Central
Funds Report
Document 2*

Mr. Cattani asked if there were any items in Manasquan/Sending District General Items that required a separate vote. Seeing none, he asked for a motion to approve Items #18 through #29.

Motion was made by Mrs. McGarry, seconded by Mrs. Bossone, to approve Manasquan/Sending Districts General Items #18 through #29.

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Warren

MOTION CARRIED

MANASQUAN/SENDING DISTRICTS

General Items

18. Secretary's Report/Financials

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

The Business Administrator/Board Secretary certifies that as of **OCTOBER 31, 2019** 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, 2019** 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, 2019** per **Document D**. (The Treasurer of School Moneys Report for the month of **OCTOBER 2019** 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, 2019**, 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 **2019-2020 budgets for OCTOBER and NOVEMBER** as recommended by the Superintendent of Schools, as per **Document D**.

Purchase Orders for the month of **NOVEMBER 2019** be approved, as per **Document E**.

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

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$1,539,619.64** for the month of **NOVEMBER, 2019** be approved. Record of checks (#45498 through #45507), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$4,460** for the month of **OCTOBER, 2019** be approved. Record of checks (#1041 through #1044), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **OCTOBER, 2019** at **\$2,410,449.36** and checks (#45326 through #44497) and **(Capital Expense)** for **OCTOBER, 2019** at **\$195,335.05** and checks (#1033 through 1040 and #1366 through #1366).

Manasquan/
Sending
Districts
General Items
#18 through
#29

Secretary's
Report /
Financials

Secretary's
Certification

Acceptance of
Secretary's
Certification

Secretary's
Financial &
Investment
Report
Document D

Budget
Certification
Document E

Purchase
Orders
Document E

Cafeteria
Report
Document F

Bills (Current
Expense)

Bills (Capital
Expense)

Confirmation
of Bills (Current
& Capital
Expense)

Recommend acceptance of the following **High School Central Funds Report** for the month ending **OCTOBER 2019 as per Document G**.

*H.S. Central
Funds Report
Document G*

19. Recommend approval of the 2020 Board of Education meeting dates, as per **Document H**.

*2020 Board of
Education
Meeting Dates
Document H*

20. Recommend approval of the acceptance of a Parent-Paid Tuition student (C.C.) (Student ID # to be determined) in the 10th grade at Manasquan High School, effective November 11 , 2019, at a pro-rated annual tuition rate of \$5,445.75.

*H.S. Parent-
Paid Student*

21. Recommend approval of the acceptance of bids and award of contract for the Partial HVAC Replacement and Fire Alarm Upgrades at the Manasquan High School to G.B.I. Inc. T/A Thermal Piping, in the amount of \$5,388,100.00, as per **Document I**. (pending attorney review).

*HVAC/ Fire
Alarm - Award
of Contract –
Thermal Piping
Document I*

22. Recommend approval of the Professional Development program consortium shared with Manasquan, Brick Township and Toms River Boards of Education, provided by Learning Sciences International. Manasquan Board of Education cost, in the amount of \$7,000.00, to be funded through the Title IV grant.

*Learning
Sciences
International –
Prof.
Development*

23. Recommend approval to amend the 2020 IDEA Grant to account for the carry over of funds in the amount of \$12,317.00 in the Basic Grant and \$479.00 in the Preschool Grant.

*2020 IDEA
Grant
Amendment*

24. Recommend approval of **Adrienne Adamo** to provide Sign Language interpreting for the 2019/2020 school year at a rate of \$100.00 per hour (2 hour minimum per visit).

*Ms. Adamo –
Sign Language
Interpreting*

25. Recommend approval of the Assistant Superintendent's 2019-2020 Qualitative Merit Goal #1 focused on Student Performance Data and Quantitative Merit Goal #1 focused on NJTRAX Digital Learning assessment results.

*2019-20 Merit
Goals –
Qualitative #1
and
Quantitative
#1*

26. Recommend approval of the second reading and adoption of the revision of the following policies, as per **Document J**:

*Policies – 2nd
Readings
Document J*

- P 6112 – Reimbursement of Federal and Other Grant Expenditures
- P 3159 – Teaching Staff Member/School District Reporting Responsibilities
- P & R 3218 – Use, Possession, or Distribution of Substances
- P & R 4218 – Use, Possession, or Distribution of Substances
- P 4219 – Commercial Driver's License Controlled Substance and Alcohol

Use Testing

- R 6112 – Reimbursement of Federal and Other Grant Expenditures
- P & R 7440 – School District Security
- P & R 8600 – Student Transportation
- P 8630 – Bus Driver/Bus Aide Responsibility
- R 8630 – Emergency School Bus Procedures
- P 8670 – Transportation of Special Needs Students
- P 9210 – Parent Organizations
- P 9400 – Media Relations

Professional Days

27. 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> |
|----------------------|--|--------------------|----------------------------------|------------|--|
| August 17-21, 2020 | Timothy Clayton | Lakewood | School Resource Officer Training | No | Registration - \$395.00 |
| January 16-18, 2020 | Bailey Price | Baltimore | Soccer Coaches Convention | Yes | Mileage - \$58.80 Registration - \$395.00 |
| December 4, 2019 | Claire Kozic | Piscataway | Health Career Advisor Meeting | Yes | Mileage - \$30.31 |
| January 30, 31, 2020 | Dr. Frank Kasyan Jesse Place Frank Scott | Atlantic City | Techspo 2020 | No | Registration - \$475.00 Hotel- \$115.22 Mileage - \$51.59 M&IE - \$33.00 Tolls - \$10.00 Parking - \$10.00 <i>Costs Per Traveler</i> |
| January 30, 2020 | James Egan | Atlantic City | Techspo 2020 | No | Registration - \$299.00 Mileage - \$51.59 Tolls - \$10.00 Parking - \$10.00 |
| January 31, 2020 | Nicholas Bock | Atlantic City | Techspo 2020 | No | Registration - \$299.00 Mileage - \$51.59 Tolls - \$10.00 Parking - \$10.00 |

Student Action**Field Trips**

28. 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 2019 Date TBD | Claire Kozic Eric Wasnesky Kevin Hyland | Academy of Health Careers | Mutter Museum, PA | Tour of Medical History Museum | Yes-3 | Bus - \$400.00 | None |
| January 13, 2020 | Jill Santucci Leigh Busco Elizabeth Rudder | MHS Peers | Manasquan – First Presbyterian | Educational Outreach Presentations | Yes-1 | None | None |
| December 6, 2019 | Jennifer Dyer Brian Rostron Margaret Polak Autumn Sterner Donya Manovill William Bertscha Jill Santucci | Peer Leaders Special Education | Freehold | Freehold Mall – LifeSkills Shopping Experience | Yes-1 | Bus - \$375.00 | None |

H.S.
Professional
Days

H.S. Field Trips

| | | | | | | | |
|----------------------------|---|----------------------|------------|-----------------------------|-------|-------------------|------|
| February 11 or 16, 2020 | Jennifer Dyer Brian Rostron Margaret Polak Autumn Sterner Donya Manovill William Bertscha | Special Education | Livingston | Tour Lifetown Village | Yes-1 | Bus - \$375.00 | None |
|----------------------------|---|----------------------|------------|-----------------------------|-------|-------------------|------|

H.S. Field Trips
(continued)**Placement of Students on Home Instruction**

29. **Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician:

| | | |
|-------------|----------|---|
| #7329638262 | Grade 10 | November 1, 2019 – December 1, 2019 (Medical) |
| #7253278387 | Grade 11 | November 18, 2019 – December 18, 2019 (Medical) |
| #8148164051 | Grade 12 | November 17, 2019 – December 18, 2019 (Medical) |
| #9343765216 | Grade 10 | November 11, 2019 – December 31, 2019 (Medical) |
| #1592842155 | Grade 11 | October 21, 2019 – November 22, 2019 (Medical) |

H.S. Home
Instruction

Mr. Cattani asked if there was any Old or New Business to come before the board. Seeing none, he opened the second public forum.

30. Old Business/New BusinessOld & New
Business
(No Report)**31. Public Forum**

Public Forum

Mr. Cattani closed the second public forum seeing no participation from the public. He asked for a motion to enter into executive session.

Motion was made by Mr. Bolderman, seconded by Mr. Sorino, and approved by voice vote of all those present in favor to enter into executive session at 8:04 p.m. **MOTION CARRIED**

Executive
Session**32. Executive Session**

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

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

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

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

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

- _____ 1. Confidential Matters per Statute or Court Order
- _____ 2. Impact Rights to Receive Federal Funds

- ___ 3. Unwarranted Invasion of Individual Privacy
- ___ 4. Collective Bargaining
- ___ 5. Acquisition of Real Property or Investment of Fund
- ___ 6. Public Safety Procedures
- ___ 7. Litigation or Contract Matters or Att./Client
- X 8. Personnel Matters (Hiring, Resignation)
- ___ 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. Cattani asked for a motion to reconvene the meeting.

Motion to
Reconvene
Meeting

Motion was made by Mrs. Bossone, seconded by Mr. Loffredo, and approved by voice vote of all those present in favor to reconvene the meeting at 8:14 p.m. MOTION CARRIED

Roll Call

Roll Call

| | | |
|------------------------------|----------------------------------|------------------------------|
| <i>Bruce Bolderman</i> | <i>Mark Furey (Belmar)</i> | <i>Anne McGarry (SLH)</i> |
| <i>Donna Bossone</i> | <i>Terence Hoverter - absent</i> | <i>Alexis Pollock</i> |
| <i>Martin Burns - absent</i> | <i>Dennis Ingoglia (Brielle)</i> | <i>Alfred Sorino</i> |
| <i>Eugene Cattani</i> | <i>Joseph Loffredo</i> | <i>Colin Warren – absent</i> |

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Gabrielle Pettineo; Board Attorney; Jesse Place, Assistant Superintendent; Sandi Freeman, Recording Secretary

Quorum Reached

Mr. Cattani asked for a motion to approve Manasquan Item #33.

Manasquan
Item #33

Motion was made by Mr. Sorino, seconded by Mrs. Pollock, to approve Manasquan Item #33 – Elementary School Personnel, as specified in Document 3.

Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Warren MOTION CARRIED

E.S. Personnel
Document 3

MANASQUAN

Personnel

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

Mr. Cattani asked for a motion to approve Manasquan/Sending Districts Item #34.

Manasquan/
Sending
District Item
#34

Motion was made by Mrs. McGarry, seconded by Mr. Loffredo, to approve Manasquan/Sending District Item #34 – High School Personnel, as specified in Document K.

Roll Call Vote: Ayes (10); Nays (0); Abstain (0); Absent (3) MOTION CARRIED

H.S. Personnel
Document K

MANASQUAN/SENDING DISTRICTS

Personnel

34. Recommend approval of the High School personnel as per **Document K.**

MINUTES – November 19, 2019

Mr. Cattani asked for a motion to adjourn.

Motion was made by Mr. Sorino, seconded by Mrs. Pollock and approved by voice vote of all those present in favor to adjourn the meeting at 8:15 p.m.

MOTION CARRIED

Adjournment

35. Adjournment

Motion to Adjourn

Respectfully submitted,


Lynn Coates
Board Secretary