

BOARD OF EDUCATION

Borough of Manasquan

The Combined Committee of the Whole Meeting and Regular Public Board of Education Meeting was held in the Manasquan High School Charles Raffetto Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, December 11, 2018.

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

Roll Call

<i>Bruce Bolderman</i>	<i>Mark Furey (Belmar) - absent</i>	<i>Thomas Pellegrino</i>
<i>Donna Bossone</i>	<i>Terence Hoverter – arrived 6:03 p.m.</i>	<i>Alfred Sorino – left 8:03 p.m.</i>
<i>Eugene Cattani</i>	<i>Joseph Loffredo</i>	<i>Tedd Vitale (Brielle)</i>
<i>Linda DiPalma</i>	<i>Anne McGarry (SLH) - absent</i>	<i>Colin Warren</i>

**Brielle Board of Education Board Representatives Stephen LaValva and Joseph Milancewich were not in attendance this evening.*

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

Student Board Representatives were not in attendance this evening. Quorum Reached

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

4. Mission Statement

Mission Statement

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

5. Statement to the Public

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.

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

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

Discussion: None

Roll Call Vote: Ayes (9); Nays (0); Abstain (1) Mr. Warren; Absent (2) Mr. Furey, Mrs. McGarry
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 November 13, 2018. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed executive session no longer exists.

7. Student Board Representative Report - No Report

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

Student Representative (No Report)

8. Presentations

Presentations

• **Holiday Presentation**

- **Members of the Manasquan High School Chorus**
- **Members of the Manasquan High School Band**
-

Holiday Chorus and Band Performance

Dr. Kasyan followed the board's tradition of asking the Manasquan High School Chorus and Band to perform holiday selections during the meeting. He introduced Mr. Weisert and asked the students to introduce themselves to the board. The chorus performed two holiday numbers.

Dr. Kasyan introduced Ryan Wiemken, who said the performance this evening would be provided by the Sax Quintet, a newly formed group this year. The students introduced themselves to the board and performed Deck the Halls.

Dr. Kasyan thanked Mr. Weisert, Mr. Wiemken and the students for the performance.

• **Recognition of Board Member Service**

Dr. Kasyan continued by recognizing Mrs. DiPalma and Mr. Pellegrino, who will be ending their terms and service on the board this year. As suggested by Mrs. Bossone, he presented them both with a Manasquan Warrior ornament that was sold by the band along with a commemorative plaque recognizing their service on the Manasquan Board of Education.

Recognition of Board Member Service

Dr. Kasyan thanked Mrs. DiPalma for her assistance with so many diverse issues while serving on the board and congratulated her for her Certificated Board Member status. Mrs. DiPalma thanked the board and said that after being on the board for 10 ½ years she complimented Dr. Kasyan and Mrs. Coates for accomplishing so much since they arrived in Manasquan.

Linda DiPalma

Dr. Kasyan presented Mr. Pellegrino with a plaque that recognizes his dedication and service to the students of Manasquan. He thanked him for all his service over the years on the board in addition to his service as the Voice of Manasquan that he has provided voluntarily without a stipend because of his position on the board. Mr. Pellegrino thanked the office staff, administration on both sides of the street and the students. He said the most important thing the board does is to hire the superintendent and we did a pretty good job.

Thomas Pellegrino

Dr. Kasyan continued with the presentations and recognition of the students and teachers of the month. He explained the criteria involved with the selection of the students of the month. He introduced and congratulated the Students and Teachers of the Month of November and December

Student & Teachers of the Month

and the Elks Elementary School and Elks Teenager of the Month of November and presented them with Certificates of Appreciation and Wally Bucks. Dr. Kasyan said that the teacher of the month is selected by the student of the month and asked William Walters why he selected Mr. Bryant. William said he had Mr. Bryant for three years and felt that it was only fair after so many years.

Student &
Teachers of the
Month

- **High School Students of the Month for November**– William Walters, Senior – Abigail Storer, Junior – Casey Mulligan, Sophomore – Madeline Kline, Freshman
- **High School Teacher of the Month for November**– Jason Bryant
- **Elementary School Student of the Month for November**– Natalie Vukovich
- **Elementary School Teacher of the Month for November**– Moira Skea
- **High School Students of the Month for December**– Keaton Fortney, Senior – Emily McCarthy, Junior – Morgan Ploskonka, Sophomore – Olivia Cupo, Freshman
- **High School Teacher of the Month for December**– Ryan Basaman
- **Elementary School Teacher of the Month for December**– Eric Clark
- **Elks Elementary School Student of the Month for November**–Trent Toole
- **Elks Teenager of the Month for November**–Joseph Brennan

Dr. Kasyan continued with the recognition of the STEAM Tank Challenge Winners and asked Mrs. Edwards to join him at the podium to acknowledge and congratulate the students. Mrs. Edwards introduced the students and presented them with medals, certificates and Wally Bucks. Mrs. Edwards said there were 400 K-12 entries in the state with thirty teams in the finals in the high school level with Manasquan's teams coming in 1st and 2nd place.

STEAM Tank
Challenge
Winners

- **STEAM Tank Challenge Winners**
 - 1st Place – TIC Mask
 - 2nd Place – Eco-Cast

Dr. Kasyan called for a short break to participate in celebratory cake and cookies.

Mr. Pellegrino reconvened the meeting and continued with the New Road Construction Project update presented by Mr. Robert Notley.

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

New Road
Construction
Project Update
Mr. Notley

Mr. Notley provided a summary of the overall referendum budget for improvements at the elementary school and renovations and additions to the high school. He reviewed the program schedule that shows the completed projects with the exception of the high school addition and renovations. He was pleased to report that the project is on time and under budget. He provided an update on the elementary school site improvements along with pictures with the final punch list inspection being planned by the engineer. He provided a progress report on the high school construction project by Kappa Construction. He reported that final inspections are scheduled with the Borough of Manasquan construction officials and are anticipating to take place December 19th at which time if approved a temporary certificate of occupancy will be issued. From a billing standpoint he reported that the project is 96% complete. Mr. Notley reported on the change management that includes four change orders with the most significant, in the amount of \$109,000, for the dust collector at the industrial arts building and Change Order #4 that reflects a credit of \$18,750 for unsuitable soils

allowance. His report included progress photos of the work at the high school. New Road Construction remains on site part time and conducts bi-weekly construction meetings with Kappa and is working to close out the contract with Your Ways for the elementary school site improvements. Mrs. Coates said that Change Order #4 will be on the January agenda for board approval. Mr. Notley concluded his report. Dr. Kasyan thanked Mr. Notley along with Mr. McDermott for the assistance with the project. Mr. Notley said it was all possible because of the support and cooperation of everyone on the construction team along with the administration, staff and students putting up with the inconvenience of construction throughout the school year. Dr. Kasyan thanked Kappa Construction for providing the sod in front of the building.

New Road Construction Project Update
Mr. Notley

Mr. Vitale asked when the new rooms could be occupied by the students and teachers. Dr. Kasyan said that he consulted with the building administration and asked when they would be most comfortable to start utilizing the new rooms and it was decided that the move would take place over the break with the rooms being occupied on February 18th.

Mr. Loffredo asked if there would be an evening that parents and the public would be invited to see the new addition. Dr. Kasyan said ribbon cutting ceremonies are being planned for the new field and high school addition and renovations hopefully on the same day. He believes that the students and staff should celebrate the opening of the wing and plans are being discussed and the board will be informed of the plans.

Dr. Kasyan continued with the Discussion Items for the December 11, 2018 agenda.

9. Discussion Items December 11, 2018 Agenda

Discussion Items

• **Education, Curriculum & Technology**

- 2019-2020 School Year Calendar

Education, Curriculum & Technology

Dr. Kasyan provided a draft 2019-2020 school year calendar that will be reviewed with the MEA and discussed prior to being finalized and board approved. He reviewed specific dates and caveats on the calendar.

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

Personnel (Executive Session)

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

• **Policy - Agenda Items***

Policy

Policy for 2nd Reading*

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

2nd Reading P&R7510

Dr. Kasyan reported that a committee meeting was held tonight on P/R7510 to focus on some changes to include in the policy. He said that tonight will be the 2nd reading of the policy and asked if there are any questions prior to the vote this evening. There were not questions from the board.

• **Finance**

- Update of the 2017-2018 Audit

Finance 2017-18 Audit

Mrs. Coates provided an update on the audit and reported that the Aud Sum portion of the audit has been transmitted as required by the state prior to the deadline next Friday. She is continuing to work with the auditors awaiting the state's release of the post-retirement benefits information needed to complete the written portion of the report. She expects this information to be released sometime in January so the audit presentation will be either in late January or February. She will keep the board updated through the Friday Packet.

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

- Air Quality Results
- Allison Pest Control
- Turf Project Change Orders

Buildings & Grounds Air Quality Pest Control Turf Project

Mrs. Coates referred to two postings under Virtual Handouts that includes a PowerPoint from RK Environmental and air quality results. Mrs. Coates said that the PowerPoint presentation is a combination of two presentations made to the high school staff on November 20th and December 6th. The presentations provided information on rooms that were tested and results and if re-testing was required and those results were provided. Mrs. Coates reviewed the excerpts of information provided by Mr. McGuiness of RK Occupational on the testing, air quality results and proposed remediation that was presented to the high school staff on December 6th. Mrs. Coates said that ServPro has been scheduled to come in over the break to provide the necessary remediation along with Mr. McGuiness to conduct further investigation. Mrs. Coates was asked if the affected areas are in the same part of the building and she replied that they are not but some of the issues are a result of a leak in a unit ventilator in room 202. Remediation did take place after the leak but this caused mold in room 202 and the offices below. Mr. Pellegrino referred to the initial referendum that identified the HVAC in the high school needing renovations and updating. He asked if a new system would help with this situation and if this is something that the board should seriously revisit. He suggested that the board consider another referendum that has the sole focus on the HVAC system. He believes that the public would be in agreement with improved air quality and a referendum would provide 40% funding by the state. Mr. Pellegrino suggested that this be looked into sooner rather than later and ask the community to support a referendum that only addresses air quality.

Mrs. Coates said a 60 day notice to the Board of Elections is required prior to going out to referendum with four dates in January, March, April and September, outside of the regular election dates. Mr. Sorino agrees that this should be given serious consideration before the next meeting and return with ideas to move forward with the referendum and have the state provide 40% of the cost.

Dr. Kasyan asked for board approval to have Garrison Architects provide him with preliminary numbers on the cost and present this at the next meeting.

Mr. Vitale asked if there was HVAC included in the current referendum. Mrs. Coates said it was included for the new addition and gymnasium. The current systems in the '98 section and '31 section do not have any building automation system so the unit ventilators are either on or off and not accessible to a computerized system to regulate the temperature. The benefits of a building automation system is huge and needs to be looked into.

Mr. Cattani asked if information could be provided to the board on the tax impact over the life of the bond and what bonds would be coming off our debt. Mrs. Coates will look into providing this information for the January 22nd meeting. Dr. Kasyan pointed out that addressing the HVAC system is not feasible while students are in the building and this is why an April referendum is important to meet the timeframe of summer construction.

Mrs. Coates updated the board on the pest control process since there has been an increase of pest sightings in the buildings. The contract with Allison Pest Control has been increased to have them visit the schools three days a week. The increase sightings have been attributed to the construction work around the buildings and the change in seasonal temperatures. She said that recent reports have indicated that progress is being made and there are fewer issues with pests.

Mrs. Coates reported that Item #28 is a change order from LandTek relating to the repair of the culvert. She alluded to the board's contact with the county asking if they would repair the culvert issue discovered by LandTek or if they would pay to have the issue corrected. The county responded that they would not take any responsibility for funding this repair. A construction estimate for the repair is in the amount of approximately \$40,000 and this will need to be addressed in the 2019-2020 budget with the work begging at the end of the school year. She referred to the credit change order in the amount of \$15,000 relating to the drainage chamber and two additional change orders for unsuitable materials found under the soil, in the amount of \$6,206.20 and for additional concrete needed to reinforce an existing pole on the lower field, in the amount of \$1,500. Mrs. Coates said she was waiting for the cost of a 4' high chain link fence in addition to a price to enlarge the dugout

with a canopy. She reported that the navy blue turf for the track will be arriving either Monday or Tuesday of next week and should be installed on or about January 11th that includes the installation of the 'M' in the center of the field. She provided the updates on the following: the curbing is complete, the netting on the backstop is in progress, the scoreboard, a donation from Orthopaedic Institute of Central Jersey through the Endowment, is on order. She said a completion date is set for mid-January with the exception of the scoreboard.

Buildings &
Grounds
(continued)

Mr. Pellegrino turned the floor over to Dr. Kasyan for the Superintendent's Report.

10. Superintendent's Report & Information Items

Supt.'s Report

Dr. Kasyan reported on the District Total Enrollment, as specified in Document A, the Attendance Comparison, Fire Drill Reports that now includes the Alternative School, Suspensions and Tardy Reports, as specified in Document B and the Monthly HIB Reports, as specified in Document C.

- **Enrollment– Document A**
 - **Total Enrollment– 1,517**
 - **High School – 972**
 - **Elementary School – 545**

- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B**
 - **Fire Drill Reports**
 - **High School:**
 - **November 14th – Fire Drill**
 - **November 28th – Evacuation Drill**
 - **Alternative School:**
 - **November 13th – Fire Drill**
 - **November 28th – Evacuation Drill**
 - **Elementary School:**
 - **November 19th – Fire Drill**
 - **November 27th – Table Top Security Meeting**

- **HIB Monthly Report – Document C**
 - **High School:**
 - **Five Incidents – 5 Not HIB**
 - **Elementary School:**
 - **Two Incidents – 2 Confirmed HIB**

Enrollment
Document A

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

HIB Monthly
Report
Document C

Dr. Kasyan turned the floor over to Mrs. Kerensky, Director of Curriculum and Instruction.

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

Mrs. Kerensky reported that the elementary school professional development started in October is continuing with two teachers attending a Guided Math Program workshop. They will turn key their information to prepare the teachers for the speaker coming in at the end of January, with a concentration on K-5 math. The Literacy Coach has been working with all grade levels. The Stem Lab is being used every period of every day. The high school teachers are preparing for the benchmark assessments and semester final exams on January 16 through January 22. Students will be tested during the first block in the morning and first block after lunch with two tests each day. The tests will last 74 minutes and the other classes are 50 minutes with a full day schedule. Preparations are under way for QSAC and teachers have release time to update curriculum making sure all requirements being asked for by the county are being met. She and Mrs. Kenney have been visiting the sending districts to articulate with them about their needs to prepare the students for the high school. The Visual and Performing Arts Academy committee met today and have prepared a

Report of the
Director of
Curriculum &
Instruction
Mrs. Kerensky

first draft of the mission statement. They are continuing to develop pathways for the courses that can be taken by the students and they are looking into adding a digital photography class.

Dr. Kasyan reported that QSAC will take place in the district on February 4th and 5th. The administrators have been diligently involved in getting the scores together and are available for the board in Document J. Dr. Kasyan reviewed the document and the various scores. He complimented the President and Vice President along with the board on the receipt of 100% in the Governance category. Dr. Kasyan said the evidence will be provided to back up the scores during the visit by the County Superintendent and said we should pass QSAC with flying colors.

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

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

Mrs. Kenney reported that counselors from the elementary school and high school have received additional training on 504 laws and the McKenney-Vento laws for updates and changes. The counselors are working on timelines for next year's scheduling. The visits to the sending districts will provide a better handle on the needs for next year from their 8th grade students. Counselors will be setting up appointments to go to the sending districts to hand schedule the students one on one. Dr. Kasyan complimented her and the counselors on this scheduling process. Mrs. Kenney said this will provide the students and parents with a more accurate picture of the classes they should take in the 9th grade. This process will also take place in the high school at the end of February when students will come down one by one to meet with the counselors to hand schedule their classes. The PSAT scores were released today for the 10th and 11th grade students. The students can receive this information online and the counselors will meet with the students to review their test scores. Mrs. Kenney said that all of the 10th and 11th grade students take the PSAT's. She is looking into bringing in the PSAT for the 9th grade students.

Mr. Vitale said there is something very significant in speaking directly with a person instead of pressing buttons to pick courses. Mr. Pellegrino said this is another recruiting tool to have the 8th grade sending district counselor have the ability to map out a student's four years at the high school.

Dr. Kasyan turned the floor over to Mr. Place, Director of Technology and Human Resources.

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

Mr. Place did not have any report relating to technology. He did have two school safety issues to mention. An email was sent out this afternoon from the district to all parents on a viral "game" circulated online or through various apps that target younger children encouraging them to injure themselves or a monster will come. He said although there have not been any reports in the district he felt it prudent to share this email. Dr. Kasyan thanked Mr. Hoverter for sharing the article with him today. Mr. Place referred to the emergency management plan that is on tonight's agenda for board approval and said this will be discussed in executive session as it is a confidential document. He complimented the professional development often provided and discussed by Mrs. Kerensky and Mrs. Kenney for the teachers and reported that professional development for support staff is often overlooked. He said that professional development was provided last week during the in-service day for the building secretarial staff covering topics relating to FERPA and data security practices. Mr. Place plans to continue providing professional development for them in the future.

Mr. Warren asked how the new 1:1 devices are working out. Mr. Place said he has received positive feedback with no significant issues except for some failure rate with the keyboard connection and he is working this out with Dell.

Mr. Loffredo asked if any safety and security programs are offered in the elementary school on vaping. Mrs. Kenney said a program was provided last year by Doug Collier on this topic and other safety issues. She will look into providing more outreach programs for parents and students.

Dr. Kasyan concluded his Superintendent's Report.

Report of the
Director of
Curriculum &
Instruction
Mrs. Kerensky

Report of the
Director of
School
Counseling
Services
Mrs. Kenney

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

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

Acceptance of
Supt's Report

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

Discussion: None

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

MOTION CARRIED

Recommend approval and acceptance of the Superintendent's Report.

Mr. Pellegrino opened the Public Forum on Agenda Items. He closed the public forum seeing no participation from the public.

Public Forum

11. Public Forum on Agenda Items

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to 3-5 minutes duration. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. During the public participation portions of this meeting, the Board will not respond to questions from the public involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

Mr. Pellegrino continued with the Manasquan General Items #12 through #22 and asked if anyone needed any item put to a separate vote. Seeing none, he asked for a motion for #12 through #22.

Manasquan
General Items
#12 through
#22

Motion was made by Mr. Sorino, seconded by Mr. Cattani, to approve Manasquan General Items #12 through #22.

Discussion: None

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

MOTION CARRIED

MANASQUAN

General Items

- 12. Recommend** approval of **Dr. Richard Worth** to conduct psychiatric assessment of special education student #7025512493 at a rate of \$550 per assessment/report.
- 13. Recommend** approval of the transportation contract and agreement with M-OESC and the payment of Aid in Lieu of Transportation, as per **Document 1**.
- 14. Recommend** approval of the acceptance of a Tuition Free Student of Staff Member, in accordance with the MEA/MBOE Negotiated Agreement, in the Kindergarten at Manasquan Elementary School, effective January 2, 2019 (C.T. – Student ID not provided at this time).
- 15. Recommend** approval of the Scheduled Service Agreement with Trane U.S. Inc., for planned maintenance of the Manasquan Elementary School HVAC system, 6-month contract, in the amount of \$17,734.08, effective January 1, 2019 and the Trane Building Advantage Agreement, for managing and maintaining the Manasquan Elementary School HVAC system, 6-month contract, in the amount of \$9,751.04, effective January 1, 2019. (pending board attorney approval)

Dr. Worth
Psychiatric
Assessment

Transportation
Document 1

Tuition Free
Student of Staff
Member

Trane U.S. Inc.
Agreements

16. **Recommend** approval of the following Pay Applications (*pending board attorney approval*):

- CM3 Building Solutions, Inc., Manasquan Elementary School Access Controls, in the amount of \$3,927.80.

17. **Recommend** approval of the creation of a central fund account for the Warrior Athletics.

Professional Days

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

Date	Name	Destination	Purpose	Sub	Cost
December 6, 2018	Teresa Trumpbour	Monroe	National Core Arts Standards Workshop	Yes	Registration-\$149.00
December 20, 2018	Alissa Boyne Nicole DeStefano	Belmar	PLC Meeting	No	Mileage - \$2.48
January 14, 2019	Christine Rice	Voorhees	ESL Strategies Meeting	Yes	Mileage - \$21.51 Registration - \$259.00
January 11, 2019	Alissa Boyne Nicole DeStefano	Belmar	County Director Meeting	No	Mileage -\$11.34 each
December 14, 2018 February 13, 2019 April 10, 2019 June 13, 2019	Teresa Trumpbour	Monroe	Art Education Steering Committee Meetings	Yes	None
January 11, 2019	Jenny Rostron	Ramapo College	ISTEAM	Yes	Mileage-\$26.04 Registration-\$179.00
January 11, 2019	Teresa Trumpbour	Ramapo College	ISTEAM	Yes	Registration-\$179.00
January 31-February 1, 2019	Andrea Trischitta	Atlantic City	TECHSPO 2019	Yes	Mileage-\$45.94 Registration-\$450.00 Parking-\$10.00

Student Action

Field Trips

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

Placement of Students on Home Instruction

20. **Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician: **None at this time**

Placement of Students Out of District

21. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2018-2019 school year, as per **Document 2.**

Financials

22. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **November, 2018** as per **Document 3.**

CM3 Buildings Solutions, Inc. Pay Application

Warrior Athletics Central Fund Account

E.S. Professional Days

E.S. Field Trips (no report)

E.S. Home Instruction (no report)

2018-19 External Placements Document 2

E.S. Central Funds Report Document 3

Mr. Pellegrino continued with the Manasquan/Sending District General Items #23 through #39 and asked if anyone needed any item put to a separate vote. Mr. Cattani asked for a separate vote on Item #27. Mr. Pellegrino asked for a motion to approve Items #23 through #26.

Motion was made by Mrs. DiPalma, seconded by Mr. Hoverter, to approve Manasquan/Sending District Items #23 through #26.

Discussion: None

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

MOTION CARRIED.

Manasquan/
Sending
District Items
#23 through
#26

MANASQUAN/SENDING DISTRICTS

General Items

23. Secretary’s Report/Financials

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

Financial
Reports

The Business Administrator/Board Secretary certifies that as of **NOVEMBER 30, 2018** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Secretary’s
Certification

Be It Resolved: 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 **NOVEMBER 30, 2018** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

Acceptance of
Secretary’s
Certification

Recommend acceptance of the Secretary’s Financial & Investment Report and the Treasurer’s Report, for the month ending NOVEMBER 30, 2018 per Document D. (The Treasurer of School Moneys Report for the month of **NOVEMBER 2018** is on file in the Business Office and is in balance with the Secretary’s Report).

Secretary’s
Financial &
Investment
Report
Document D

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **NOVEMBER 30, 2018**, it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2018-2019 budgets for NOVEMBER and DECEMBER** as recommended by the Superintendent of Schools, as per **Document D**.

Budget
Certification
Document D

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

Purchase
Orders
Document E

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

Cafeteria
Report
Document F

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$142,802.81** for the month of **DECEMBER, 2018** be approved. Record of checks (**#43538** through **#43615**), and distributions are on file in the Business Office.

Bills (Current
Expense)

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$0** for the month of **DECEMBER, 2018** be approved. Record of checks (**#1310** through **#1310**), and distributions are on file in the Business Office.

Bills (Capital
Expense)

Confirmation of **Bills (Current Expense)** for **NOVEMBER, 2018** at **\$2,807,228.15** and checks (#43366 through #43537) and **(Capital Expense)** for **NOVEMBER, 2018** at **\$1,207,318.34** and checks (#1295 through #1309).

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

- 24. Recommend** approval to submit an amendment to the FY 2019 ESEA grant to include the following carryover funds from FY 2018: Title I - \$649, Title III - \$12, Title IV - \$1,072.
- 25. Recommend** approval to solicit Request for Proposals for Professional Services – District/Sports Medical Physician.
- 26. Recommend** approval of the Agreement between E-rate Partners, LLC and the Manasquan School District for E-rate Services for Funding Year 2019 as follows:
- FY2019 Category 1 services in the annual amount of \$1,200.00
 - FY2019 Category 2 services in the annual amount of \$600.00

Mr. Pellegrino asked for a motion to approve Item #27.

Motion was made by Mr. Sorino, seconded by Mrs. Bossone, to approve Manasquan/Sending District Item #27.

Discussion: Mr. Cattani referred to the LandTek Pay application and discussion at the last meeting to pay for only non-turf related items. Mr. Pellegrino said at the meeting held earlier today it was decided that payment would be made for all items except for the turf that needed to be replaced because of the incorrect color. Dr. Kasyan said to their benefit they are paying \$17,000 towards the replacement turf.

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

MOTION CARRIED

- 27. Recommend** approval of the following Pay Applications (*pending board attorney approval*):

- Kappa Construction Corp., Manasquan HS Addition & Renovations – Pay App #12- Revised, in the amount of \$1,188,305.65 (previously approved 11/13/18 in the amount of \$1,178,31.71) and Pay App #13, in the amount of \$417,948.25.
- LandTek Group, Inc., Manasquan HS Lower Field Improvements – Pay App #5, in the amount of \$283,260.25
- Shorelands Construction Inc., Manasquan HS Alternative Education Building Renovations – Pay App #3 - Revised, in the amount of \$87,944.29 (previously approved on 10/16/18 in the amount of \$73,052.63)
- Shorelands Construction Inc., Manasquan HS Alternative Education Building Renovations - Pay App #4 –Revised (Final), in the amount of \$10,030.35 (previously approved on 10/16/18 in the amount of \$7,033.60)

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Items #28 through #39.

Motion was made by Mr. Vitale, seconded by Mr. Loffredo, to approve Manasquan/Sending District Items #28 through #39.

Discussion: Mrs. DiPalma asked where the donated Lennox Rooftop Unit in Item #35 would be located. Dr. Kasyan said that it would be used to replace a unit that has aged out.

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

MOTION CARRIED

Confirmation of Bills (Current & Capital Expense)

H.S. Central Funds Report Document G

FY2019 ESEA Grant Carryover

RFP – District/ Sports Medical Physician

E-Rate Partners, LLC FY2019 Category 1 Category 2

Manasquan/ Sending District Item #27

Pay Applications

#12 – Kappa Construction Corp.

#5 - LandTek Group Inc.

#3 – Shorelands Construction Inc.

#4 – Shorelands Construction Inc.

Manasquan/ Sending District Items #28 through #39

- 28. Recommend** approval of the following Change Orders from LandTek Group, Inc.:
- Change Order Number: 03-1 – Drainage Chamber Credit, in the credit amount of \$15,188.50
 - Change Order Number: 04-1 – Unsuitable Material Detention Basin, in the amount of \$6,206.00
 - Change Order Number: 07-0 – Stabilize Existing Wooden Net Poles, in the amount of \$1,500.00
- 29. Recommend** approval of the following Requests for Obsolete Equipment Disposal:
- Technology Equipment, as per **Document H (1)**
 - Scoreboard, as per **Document H (2)**
- 30. Recommend** approval of the second reading and adoption of the following policy, as per **Document I:**
- P&R7510 – Use of School Facilities/Fields
- 31. Recommend** approval of the creation of a central fund account for the “LGBTQ” Club.
- 32. Recommend** approval of the acceptance of a Parent-Paid Tuition student, in the 10th grade at Manasquan High School, effective January 2, 2019 (A.C. – Student ID not provided at this time.)
- 33. Recommend** approval of the Occupational Therapy Program Affiliation Agreement between LeMoyne College and Manasquan Public School District to participate in a Fieldwork Education Program for the College’s Occupational Therapy Students at no charge to the board (board attorney reviewed and approved).
- 34. Recommend** approval to submit an application for the Advanced Computer Science Grant Program-Competitive, through the NJ Department of Education.
- 35. Recommend** approval of the acceptance of the donation of an 18 ton Lennox Rooftop Unit, Model LCH018, valued at \$15,000 from D&B Engineering of New Jersey, Inc.
- 36. Recommend** approval of the NJQSAC Statement of Assurance for the 2018-2019 school year, as per **Document J.**

Professional Days

- 37. 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>
December 12, 2018	Susan Lord	Lakewood	CST Transition Training	No	Mileage-\$7.10
December 12, 2018	Pamela Cosse	Lakewood	CST Transition Training	No	None
December 6, 2018	Lauren Saliski	Monroe	National Core Arts Standards Workshop	No	Mileage-\$19.22 Registration-\$149.00
May 30, 2019	Nancy Knitter	TESOL Conference for ELL Teachers	New Brunswick	Yes	Mileage - \$37.00 Registration - \$199.00

*LandTek Group
Change Orders*

*Obsolete
Equipment
Disposal
Document
H(1) and H(2)*

*2nd Reading
P&R7510
Document I*

*LGBTQ Club
Central Fund
Account*

*Parent-Paid
Tuition – 10th
Grade*

*LeMoyne
College – OT
Program
Affiliation
Agreement*

*Advanced
Computer
Science Grant*

*Donation –
Lennox
Rooftop Unit*

*NJQSAC SOA
Document J*

*H.S.
Professional
Days*

MINUTES – December 11, 2018

June 24-27, 2018	Kevin Hyland	NATA Clinical Symposia and Expo	Las Vegas	No	Airfare/Baggage-\$494.43 Parking-\$108.00 Mileage-\$31.00 Registration - \$325.00 Hotel-\$300.00
November 30, 2018	Lesley Kenney	Eatontown	504 Plan Workshop	No	None
December 18, 2018	Jesse Place	Pennington	NJ Association of School Personnel Administrators Meeting	No	Mileage-\$30.81
January 25, 26, 2019	Frank Kasyan Jesse Place Frank Scott Nicolas Bock	Atlantic City, NJ	NJASA Techspo	No	Registration: \$425.00 Mileage: \$45.94 Tolls: \$10.00 Parking: \$20.00 Hotel: \$99.00 M&IE: \$64.00 <i>Costs Per Traveler</i>
January 25, 2019	James Egan Lisa Kukoda	Atlantic City, NJ	NJASA Techspo	No	Registration: \$275.00 Mileage: \$45.94 Tolls: \$10.00 Parking: \$20.00 <i>Costs Per Traveler</i>
December 11, 12,13, 2018	Lynn Coates	Atlantic City, NJ	NJSBGA Conference/Expo	No	Parking - \$90.00
December 11, 12,13, 2018	Matthew Hudson	Atlantic City, NJ	NJSBGA Conference/Expo	No	Mileage-\$128.15 Tolls-\$15.00 Parking - \$90.00
December 13, 2018	Nicholas Bock James Egan	Iselin, NJ	Microsoft Intune for Education	No	Mileage - \$23.99 <i>Cost Per Traveler</i>

H.S.
Professional Days
(continued)

Student Action
Field Trips

H.S. Field Trips

38. 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 17, 2018	Rosa Russo Pamela Puryear Barbara Kerensky	Italian Classes	Pizzeria Restaurant	Live Demonstration/History Lesson	Yes-2	Bus-\$276.00	None
December 13, 2018	Allyson Griffith Christopher Craig Tiffany Jaeger Marisa Marco	Spanish - 4H	New York City	UN Guided Tour/Museum of Modern Art	Yes-4	Bus-\$660	Student Funds
December 27-28, 2018	Lisa Kukoda Ryan McGrath Sierra Sabin	Girls Basketball	Wildwood	Holiday Tournament	No	None	Bus-\$350 (Basketball Club Fund)

Placement of Students on Home Instruction

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

- #5127196755 Grade 10 December 1, 2018 – January 1, 2019 (Medical)
- #3913671421 Grade 10 November 16, 2018 – December 16, 2018 (Medical)
- #5204249466 Grade 11 November 22, 2018 – December 22, 2018 (Medical)
- #1274491076 Grade 10 December 6, 2018 – January 6, 2019 (Medical)
- #2410649380 Grade 12 December 10, 2018 – January 10, 2019 (Pending Placement)
- #7872590658 Grade 10 December 7, 2018 – January 7, 2019 (Medical)

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

40. Old Business/New Business

Old Business
New Business

There was no Old or New Business to come before the board. Mr. Pellegrino opened the second public forum.

41. Public Forum

Public Forum

Mr. Pellegrino closed the public forum seeing no public participation and asked for a motion to enter into executive session and read the following statement.

Motion was made by Mrs. Bossone, seconded by Mrs. DiPalma, and approved by voice vote of all those present in favor to enter into Executive Session at 8:01 p.m. MOTION CARRIED

42. Executive Session

Executive Session

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

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

WHEREAS, the length of the Executive Session is estimated to be 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:

- X 1. Confidential Matters per Statute or Court Order (Student Matters)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- X 4. Collective Bargaining (MEA Negotiations Update)
- 5. Acquisition of Real Property or Investment of Fund
- X 6. Public Safety Procedures (Emergency Management Operations Plan)
- X 7. Litigation or Contract Matters or Att./Client (Potential Litigation)
- X 8. Personnel Matters (Hiring, Resignation, Leave of Absence)
- 9. Imposition of Penalties Upon an Individual

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

Let the minutes reflect that Mr. Sorino left the meeting at 8:03 p.m.

Mr. Pellegrino reconvened the meeting at 8:43 p.m. and asked for a motion to approve Manasquan Item #43.

Motion was made by Mrs. DiPalma, seconded by Mr. Bolderman, to approve Manasquan Item #43 – Elementary School Personnel, as specified in Document 4.

Discussion: None

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

MANASQUAN Personnel

43. Recommend approval of the Elementary School personnel as per Document 4.

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Items #44, #45 and #46.

Motion was made by Mr. Hoverter, seconded by Mr. Warren, to approve Manasquan/Sending District Items #44, #45 and #46.

Discussion: None

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Furey, Mrs. McGarry, Mr. Sorino **MOTION CARRIED**

MANASQUAN/SENDING DISTRICTS Personnel

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

45. Recommend approval to ratify Addendum #2 and Addendum #3 to the Memorandum of Agreement between the Manasquan Board of Education and the Manasquan Education Association as per Document L-1 and ratify the following salary guides: Teachers (as revised 10/16/18), Custodians (as revised 10/16/18), Paraprofessionals (as revised 10/16/18), Secretaries (as revised 10/16/18), High School Sports (as revised 11/27/18), High School Clubs (as revised 11/20/18), Elementary Sports (11/20/18), Elementary Clubs (11/20/18) as per Document L-2.

46. Recommend approval of the Emergency Management Operations Plan updated as of November 26, 2018.

Mr. Pellegrino asked for a motion to adjourn.

Motion was made by Mr. Hoverter, seconded by Mr. Loffredo, and approve by voice vote of all those present in favor to adjourn the meeting at 8:44 p.m. **MOTION CARRIED**

47. Adjournment

Motion to Adjourn

Respectfully submitted,


Lynn Coates
Board Secretary

Executive Session

Meeting Reconvened

Manasquan Item #42

E.S. Personnel Document 4

Manasquan/Sending District Items #44, #45 & #46

H.S. Personnel Document K

MEA/MBOE Memorandum of Agreement Document L-1 Document L-2

Emergency Management Operations Plan

Adjournment