

BOARD OF EDUCATION
Borough of Manasquan

The Combined Committee of the Whole and Regular Public Meetings of the Manasquan Board of Education was held in the Manasquan High School Charles Raffetto Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, November 14, 2017.

The Board President, Mr. Pellegrino, called the meeting to order at 6:02 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>Donna Bossone</i> | <i>Heather Garrett-Muly – arrived 6:04</i> | <i>Thomas Pellegrino</i> |
| <i>Eugene Cattani</i> | <i>Terence Hoverter</i> | <i>Alfred Sorino</i> |
| <i>Linda DiPalma</i> | <i>Joseph Loffredo</i> | <i>Tedd Vitale (Brielle)-arrived 6:06</i> |
| <i>Mark Furey (Belmar)</i> | <i>Anne McGarry (SLH) - absent</i> | <i>Colin Warren – absent</i> |

Also Present: Dr. Frank Kasyan, Superintendent of Schools, Lynn Coates, School Business Administrator/Board Secretary; Sandi Freeman, Recording Secretary, Gabrielle Pettineo and Michael Gross (arrived 7:55 p.m.), Board Attorneys; Barbara Kerensky, Director of Curriculum and Instruction; Jesse Place, Director of Technology and Human Resources; Lesley Kenney, Director of School Counseling Services; Christopher Black, Tyler Walker, Olivia Easton, Student Board Representatives. Absent: Julianna DeGenova and Madison Rydholm, Student Board Representative

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 as specified in Item #6.

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 (7); Nays (0); Abstain (2) Mrs. Garrett-Muly, Mr. Loffredo; Absent (3) Mrs. McGarry, Mr. Vitale, Mr. Warren
MOTION CARRIED

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of October 17, 2017. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed executive session no longer exists.

Mr. Pellegrino continued with the Student Board Representative Report.

7. Student Board Representative Report

Olivia Easton, Student Council representative, reported that currently the students are one week away from the homecoming hallway decorating event to be followed by the Powderpuff Game on Sunday with the junior girls versus the senior girls. The underclassmen student council representatives have been working the snack stand at the football games to raise funds for their classes' hallway decorations.

Christopher Black, Key Club representative, reported that they will be volunteering at the St. Denis dance on Friday night and on Saturday they will be volunteering at the Turkey Run. Tyler Walker reported that the Key Club members are assisting with the organization of the Candy Cane Hunt and taking part in a holiday wreath sale.

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

Motion was made by Mr. Sorino, seconded by Mr. Hoverter, to accept the Student Board Representative Reports.

Discussion: None

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

MOTION CARRIED

Mr. Pellegrino continued with the presentations and turned the floor over to Dr. Kasyan. Dr. Kasyan thanked the board for recognizing both academics and athletic excellence during their meetings.

8. Presentations

• **Girls Elementary School Soccer Team**

Dr. Kasyan began by recognizing and congratulating the Manasquan Elementary School Girls' soccer team for winning the conference championship for the second year in a row. He said that celebratory cupcakes topped with a soccer ball ring will be served during a brief break. Dr. Kasyan asked the coach, Mr. Russoniello, to join him at the podium to present the team with Certificate of Appreciation and Wally Bucks. Mr. Russoniello congratulated all the students and teachers being recognized tonight and thanked the administration and board for recognizing the team this evening. He spoke of the girls' success this season and complimented them on their effort, enthusiasm and sportsmanship displayed on the field. Dr. Kasyan thanked the team for representing Manasquan so well.

- **High School Students of the Month for October** – Gillian Roberts, Senior – Jenna Harms, Junior – Jillian Moran, Sophomore – Yvonne Martinez, Freshman
- **Elks Teenager of the Month for October**- Sara Milkowski

Dr. Kasyan continued by recognizing and congratulating the High School Students of the Month for October and the Elks Teenager of the Month for October who serve as role models for their peers

Minutes

Student Board
Representative
Report

Presentations

MES Girls'
Soccer Team

Students and
Teachers of the
Month

and are academically motivated and demonstrate leadership in and out of the classroom. They are involved in extra-curricular activities and perform school and community services. He said that the Elks Teenagers of the month are selected in the same manner and should be recognized and praised for all that they do for others. The students were presented with Certificates of Appreciation and Wally Bucks.

Students and
Teachers of the
Month
(continued)

- **High School Teacher of the Month for October– Lee Weisert**

Dr. Kasyan continued with the recognition of the high school teacher of the month for October who is selected by the senior student of the month. He congratulated Mr. Weisert and presented him with a Certificate of Appreciation.

- **Elementary School Student of the Month for October– Ellie Hallman**

Dr. Kasyan recognized and congratulated the elementary school student of the month for October and presented her with a Certificate of Appreciation and Wally Bucks.

- **Elementary School Teacher of the Month for October– Marc Reid**

Dr. Kasyan recognized and congratulated the elementary school teacher of the month for October and presented him with a Certificate of Appreciation.

- **Elks Elementary School Student of the Month for October- Mikayla Mead**

Dr. Kasyan recognized and congratulated the Elks Elementary School Student of the month for October and presented her with a Certificate of Appreciation and Wally Bucks.

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

Dr. Kasyan, on behalf of Mr. Notley who was unable to attend this evening, reported that the project is on time and under budget.

New Road
Construction
Project Update

Dr. Kasyan concluded the presentation portion of the meeting and asked for a brief recess to partake in the celebratory cupcakes.

Mr. Pellegrino reconvened the meeting and turned the floor over to Dr. Kasyan for the discussion items for the November 14, 2017 agenda.

9. Discussion Items November 14, 2017 Agenda

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

Dr. Kasyan shared a video with the board that was presented at the Manasquan High School's Open House. Dr. Kasyan thanked Ms. Kenney for her input and suggestions that helped make the open house successful.

Discussion
Items
Education/
Curriculum &
Technology

Dr. Kasyan referred to the Memorandum of Understanding included as a virtual handout on OneNote that focuses on the Academy of Public Service. The Monmouth County Board of Chosen Freeholders and the academy directors have determined that the SLEO 1 Program approved by NJ Police Training Commission will be presented to our students at the conclusion of their senior year if they have achieved graduation from the Academy of Public Service.

Memorandum
of
Understanding
SLEO 1
Program

Dr. Kasyan reported that he reached out to the Wall Superintendent to discuss the development of a Memorandum of Understanding with Wall Township Board of Education for ROTC. She is in agreement and Dr. Kasyan will provide additional information to the board in the Friday Packets prior to presenting this for approval at the December meeting.

ROTC Program
with Wall H.S.

Dr. Kasyan reported that a discussion will take place in executive session on the lower field athletic improvements.

Dr. Kasyan reported that we are focusing on the temperature in the elementary school to make sure that the HVAC system is working efficiently. Today he received a readout on the temperature readings in the building and this information will be provided to the board in the Friday packets.

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

Personnel will be discussed in Closed Session.

- **Policy- Agenda Items***

- 2018 Board Meeting Schedule*

Mrs. Coates reported that the 2018 board meeting schedule was distributed in the Friday Packet and will be on the agenda for approval this evening. She said it is very similar to the 2017 schedule with the Reorganization meeting being held on a Wednesday evening due to the district being closed on January 1st.

- **Finance- Agenda Items***

- Ad Hoc Finance Committee Members

Mrs. Coates asked Mr. Pellegrino if he wished to discuss the Ad Hoc Finance Committee. Mr. Pellegrino said that as in the past he is asking anyone that had an interest in serving on this committee to please email Mrs. Coates. People that have not been involved in the past will be given consideration and this will need to take place in the next week or so. He said last year's committee consisted of Mrs. Bossone, Mr. Cattani, Mrs. Garrett-Muly, Mr. Vitale and himself. He said it usually involves around four meetings.

- 2018-2019 Budget Process

Mrs. Coates reported that the 2018-19 budget plan of action is on schedule. She held the budget roll out meeting with the administration on November 2nd. Their budgets will be developed and submitted to Dr. Kasyan and herself by December 22nd. She will be communicating with the sending district later in the month requesting their estimated enrollment for 2018-19. The board's Finance Committee will begin to meet in January and early February.

- 2016-2017 Audit

Mrs. Coates reported that the draft audit was received electronically this afternoon and once reviewed it will be distributed to the board. The audit is required to be turned into the state by the first week of December which is the statutory deadline. The auditor is scheduled to present the audit at the December board meeting.

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

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

Mrs. Coates reported that the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists are on the agenda for board approval this evening. These are annual reports required to be completed in the fall and reviewed by the County Office of Education in conjunction with the QSAC and Statements of Assurance documents.

- Lower Athletic Field Improvements*

Mrs. Coates said as previously mentioned by Dr. Kasyan a discussion will take place in executive session on the lower athletic field improvements.

A discussion took place on the process involved in evaluating the HVAC system at the elementary school and the steps that have been taken to remedy the situation by TRANE.

MES HVAC
Temperature
Monitoring

Personnel
(Exec. Session)

Policy
2018 Board
Meeting
Schedule

Finance

Ad Hoc Finance
Committee

2018-2019
Budget Process

2016-2017
Audit

Building &
Grounds/
Facilities

CMP Report,
M-1 & Facilities
Checklists

Lower Athletic
Field
Improvements

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

10. Superintendent's Report & Information Items

- Enrollment– **Document A**
 - **Total Enrollment – 1,529**
 - **High School – 944**
 - **Elementary School – 585**

- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
Fire Drill Reports
 - **High School:**
 - **October 5th (Fire Drill)**
 - **October 23rd (Evacuation Drill)**

 - **Elementary School:**
 - **October 4th (Fire Drill)**
 - **October 27th (Lockdown)**

- **HIB Monthly Report – Document C**
 - **High School:**
 - **One Incident – 1 Confirmed HIB**
 - **Elementary School:**
 - **One Incident – 1 Confirmed HIB**

Dr. Kasyan reported on the district's enrollment as specified in Document A, the Fire Drill and Safety Drills, as specified in Document B and the HIB Monthly Report, as specified in Document C. Olivia Easton asked if a fire drill/lockdown drill could be conducted during the lunch period since the students are not aware of how to proceed if a lockdown situation should take place during this time. Dr. Kasyan thanked her for her comments and will bring this suggestion to Mr. Coppola.

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 Eco Track STEM Team took first place at the NJSBA workshop in Atlantic City. The X-Box Controller Team came in third place. She reported on a class assignment she observed that was developed by an AP Calculus teacher of an escape room type competition incorporating AP calculus problems needing to be solved by the students while participating in the game.

Mrs. Kerensky provided an update on the district's endeavors with Brookdale and the Public Safety Academy. Mr. Fagen has been approved by Brookdale to teach two Criminal Justice courses that will provide college credits for the students. She is still working with Brookdale on the Associates Degree program and three teachers have been approved as adjuncts and she is waiting to hear about six more teachers who need to provide additional documents. She and Lesley Kenney met to discuss the curriculum for these students.

Mrs. Kerensky said that a mini survey was conducted at the open house to see if there was an interest in the Performing Arts Academy as well as the Associates Degree program with only six people responding to the survey. She will be putting out a Honeywell and another survey relating to the Performing Arts, Associates Degree and the International Baccalaureate to determine if there is an interest and hopes to have the results for the December meeting.

Mrs. Kerensky reported on the results of her research on the grade three math scores from the PARCC Testing. It was noted that the test was given earlier in the school year than the year before

Supt.'s Report

Enrollment Document A

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

HIB Monthly Report Document C

Director of Curriculum & Instruction Mrs. Kerensky

and with math being sequential the teachers may not have accounted for this change and there were things on the test that the student had not seen yet. She said that this year's test is being administered later and they are being more pro-active with the curriculum.

Mrs. Kerensky addressed a question on the associate's degree program and said that the student would leave Manasquan with 60 college credits. She explained how these credits would apply based on the college of attendance and their major.

- **Report of the Director of Technology and Human Resources**
 - **Open House Video**

Dr. Kasyan welcomed Ms. Kenney to the board table and asked her to present her report.

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

Ms. Kenney said she was very impressed with the Open House program and was grateful for the support and assistance she received from the staff and the students. She said that plans are being made already for next year's open house program. She spoke about the Naviance system and the impressive use by the students. She reported that 59.6% of the senior class have already submitted college applications. She reviewed the Naviance system with their representative to see what programs could be utilized more effectively on the high school and middle school levels. She will be looking into mapping out a time line to assist the students and parents with the college, vocational or career planning process. She and Mrs. Kerensky have been discussing the Master Schedule makeup and looking into what other school districts are utilizing. She made an example of the rotating block and will visit Nutley High School in two week to explore their full year rotating block and see if this will work for Manasquan. She has started a Twitter account and encourage everyone to visit @squanguidance. Ms. Kenney addressed a question asked on the rotating block by providing details on the structure of the schedule.

Mrs. DiPalma complimented Ms. Kenney on the amount of information that was provided to the freshmen at the Open House.

Dr. Kasyan concluded his report. Mr. Pellegrino asked for a motion to recommend approval of the Superintendent's Report.

Recommend approval and acceptance of the Superintendent's Report.

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

Discussion: None

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

MOTION CARRIED

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

11. Public Forum on Agenda Items

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

Director of
Curriculum &
Instruction
Mrs. Kerensky
(continued)

Director of
Technology &
Human
Resources
Mr. Place

Director of
School
Counseling
Services
Ms. Kenney

Approval &
Acceptance of
Supt's Report

Public Forum
on Agenda
Items

conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

Public Forum
on Agenda
Items
(continued)

Mr. Pellegrino closed the Public Forum seeing no public participation.

Mr. Pellegrino asked if there was a need to separate any of the Manasquan items. Seeing none he asked for a motion to approve Manasquan Items #12 through #19.

Motion was made by Mrs. Bossone, seconded by Mr. Sorino, to approve Manasquan Items #12 through #19.

Manasquan
General Items
#12 - #19

Discussion: None

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

MANASQUAN
General Items

- 12. **Recommend** approval of Accurate Language Services to provide Mandarin translation for CST meetings related to student # 313172 at a rate of 95.00 per hour not to exceed 4 hours for the 16-17 school year.
- 13. **Recommend** approval of Accurate Language Services to provide Mandarin translation for CST meeting meetings related to student #313172 at a rate of 95.00 per hour not to exceed 20 hours for the 17-18 School year.
- 14. **Recommend** approval of Pay Application #3, from Premier Security & Electronics, Inc., for the Manasquan Elementary School Fire Alarm System Replacement, in the amount of \$18,478.45, pending attorney review.

Accurate
Language
Services

Accurate
Language
Services

Premier
Security &
Electronics, Inc.
Pay App #3

Professional Days

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

E.S.
Professional
Days

| <u>Date</u> | <u>Name</u> | <u>Destination</u> | <u>Purpose</u> | <u>Sub</u> | <u>Cost</u> |
|----------------------|----------------|--------------------|-------------------------|------------|--|
| November 30, 2017 | Amy Young | New Brunswick | Character Education | No | None |
| December 6, 2017 | Alissa Boyne | Edison | Sign Language | No | Mileage- \$25.17 Registration - \$229.99 |
| December 5,6,7, 2017 | Deborah Kehoe | Princeton | Wilson Reading Training | Yes | Mileage - \$16.12 Registration - \$650.00 IDEA Funds |
| December 5,6,7, 2017 | Meghan Roland | Princeton | Wilson Reading Training | Yes | Mileage - \$99.51 Registration - \$650.00 IDEA Funds |
| January 5, 2018 | Suzanne Deegan | Piscataway | ASD Training | Yes | Mileage - \$14.57 Registration - \$249.00 |
| November 15, 2017 | Kali Mura | Sea Girt | Grade Collaboration | Yes | None |

MINUTES – November 14, 2017

| | | | | | |
|-----------------------|-------------------|--------------|---|-----|--|
| December 5,6,7, 2017 | Kimberly Murin | Princeton | Wilson Reading Training | Yes | Mileage - \$16.43 Registration - \$650.00 IDEA Funds |
| November 16, 17, 2017 | Oriana Kopec | Long Branch | NJ Association of School Library Conference | Yes | Mileage - \$27.76 Registration - \$215.00 |
| January 23, 2018 | Catherine Kappy | Brookdale CC | Science Concepts Workshop | Yes | Registration - \$149.00 |
| January 30, 2018 | Brianna Snel | Monroe | Math Assessment Workshop | Yes | Registration - \$149.00 |
| January 30, 2018 | Jessica Woytowicz | Monroe | Math Assessment Workshop | Yes | Mileage - \$20.08 Registration - \$149.00 |

E.S.
Professional
Days

Student Action

Field Trips

16. Recommend approval of the field trips listed below:

E.S. Field Trips

| <u>Date</u> | <u>Name</u> | <u>Subject</u> | <u>Destination</u> | <u>Purpose</u> | <u>Sub</u> | <u>Other Board Costs</u> | <u>Other Fund</u> |
|-------------------|---|----------------|---|------------------------|------------|----------------------------------|-------------------|
| December 20, 2017 | Cheryl Femenella Danielle Romano Lauren Maslihan Jessica Woytowicz | Grade 3 | Algonquin Theater | Theatrical Performance | No | None | Student Funds |
| May 16, 2018 | Brian McCann Elyse Wemple Amelia Gliddon Teresa Reichy Sarah King Jaimee McMullen Sandra Collins Nurse (TBD) | Grade 5 | Adventure Aquarium | Science Ecosystem | Yes - 1 | None | Student Funds |
| December 20, 2017 | Brian McCann Elyse Wemple Amelia Gliddon Teresa Reichy Sarah King Jaimee McMullen | Grade 5 | Algonquin Theater | Theatrical Performance | No | None | Student Funds |
| March 8, 2018 | Cheryl Femenella Danielle Romano Lauren Maslihan Jessica Woytowicz Nurse (TBD) | Grade 3 | Liberty Science Center | STEM Exhibits | Yes - 1 | None | Student Funds |
| May 22-23, 2018 | Richard Kirk Nurse (TBD) 8 Teachers (TBD) | Grade 8 | Valley Forge Gettysburg Amish Country | Historical Tour | Yes-9 | 2 Coach Buses - \$5,000 Total | Student Funds |

Placement of Students on Home Instruction

17. **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

18. **Recommend** approval of the Revised 2017-2018 External Placement list that reflects tuition and transportation costs, as per **Document 1**.

Financials

19. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **October 31, 2017** as per **Document 2**.

Mr. Pellegrino asked if there was a need to separate any of the Manasquan/Sending District items. Seeing none he asked for a motion to approve Manasquan/Sending District Items #20 through #39.

Motion was made by Mr. Cattani, seconded by Mrs. Garrett-Muly, to approve Manasquan/Sending District Items #20 through #39.

Discussion: None

Roll Call Vote: Ayes (10); Nays (0); Abstain (1) Mrs. Garrett-Muly on #38 – James Freda only; Absent (2) Mrs. McGarry, Mr. Warren

MOTION CARRIED

MANASQUAN/SENDING DISTRICTS

General Items

20. **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, 2017** 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; that the amount of district taxes, Including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,783,332.00** and that Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

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, 2017** 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, 2017** per **Document D**. (The Treasurer of School Moneys Report for the month of **October 2017** 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, 2017** it is to the best of our knowledge that no major account fund has been expanded and

E.S. Home Instruction (No Report)

Out of District Placements

*Financials
E.S. Central Funds Report
Document 2*

Manasquan/Sending District General Items #20 through #39

Financial Reports

Secretary’s Certification

District Taxes

Acceptance of the Secretary’s Certification

*Secretary’s Financial & Investment Report
Document D*

*Budget Certification
Document D*

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 **2017-2018 budgets** for **OCTOBER and NOVEMBER** as recommended by the Superintendent of Schools, as per **Document D.**

Purchase Orders for the month of **NOVEMBER 2017** 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 **\$1,496,313.13** for the month of **NOVEMBER, 2017** be approved. Record of checks (**#41308** through **#41313**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$0** for the month of **NOVEMBER, 2017** be approved. Record of checks (**#1093** through **#1093**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **OCTOBER, 2017** at **\$2,353,537.31** and checks (**#41138** through **#41307**) and **(Capital Expense)** for **OCTOBER, 2017** at **\$156,493.45** and checks (**#1076** through **#1092**).

Recommend **acceptance** of the following **High School Central Funds Report** for the month ending **October 31, 2017** as per **Document G.**

21. **Recommend** approval of the 2018 Board of Education meeting dates, as per **Document H.**

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

23. **Recommend** approval of the Request for Obsolete Equipment Disposal for a metal file cabinet. This equipment has been determined to be unusable, as per **Document J.**

24. **Recommend** approval of the Agreement between the Manasquan School District and E-rate Partners, LLC for E-rate Services for Funding Year 2018 Category 1, in the amount of \$1,200.00.

25. **Recommend** approval of the following Pay Applications, pending attorney review:

- Pay Application #2, from Kappa Construction Corp., for the Manasquan High School Addition & Renovations project, in the amount of \$288,879.50
- Pay Application #003HS, from SLS Construction, for the Manasquan High School 2017 Stair Tower Interior Door Replacement, in the amount of \$114,000.00

26. **Recommend** approval of the use of ESEA Grant Title II funds to cover \$4,000 of the consultant fee for Steve Barkley of PLS 3rd Learning, December 5, 2017 professional development workshop.

27. **Recommend** approval of the use of ESEA Grant Title I part A funds to cover one hundred percent of the cost of Heinemann-Fountas/Bas 1 Conversion Kits 2E to #E (Quote: 5225035) in the amount of \$1,155.00.

28. **Recommend** approval of the use of ESEA Grant Title IV funds to cover one hundred percent of the stipend of Oriana Kopec as MES television studio/morning news adviser in the amount of \$2,153.

*Budget
Certification
Document D
(continued)*

*Purchase
Orders
Document E*

*Cafeteria
Report
Document F*

*Bills
Current
Expense*

*Bills
Capital
Expense*

*Confirmation
of Bills –
Current &
Capital
Expense*

*H.S. Central
Funds Report
Document G*

*2018 BOE
Meetings
Document H*

*CMP, M-1, Fac.
Checklists
Document I*

*Obsolete
Equipment
Document J*

*E-Rate Partners
FY2018*

*Kappa
Construction
Pay App #2*

*SLS
Construction
Pay App
#003HS*

*ESEA Grant
Title II
S. Barkley*

*ESEA Grant
Title I
Heinemann-
Fountas/Bas 1
Kits*

*ESEA Grant
Title IV –
Oriana Kopec*

- 29. **Recommend** approval of the psychiatric assessment of student #172906 with Dr. Worth for the purpose of re-evaluation and CST recommendations at a rate of \$550.00.
- 30. **Recommend** approval of the Memorandum of Agreement with Law Enforcement Officials and the Manasquan School District for the 2017-2018 School Year (on file at the Board of Education office).
- 31. **Recommend** approval of the revised NJQSAC Statement of Assurance for the 2017-2018 school year, as per **Document K**.
- 32. **Recommend** approval of the Memorandum of Understanding with the Monmouth County Police Academy and the Manasquan School District, pending attorney review, as per **Document L**.
- 33. **Recommend** approval of Water and Sims, Employment Services Inc to provide SLE/Job Coaching services for student # 172906 in the amount \$954.00 in order to begin transition services needed for ESY.
- 34. **Recommend** approval of Water and Sims, Employment Services Inc. to provide SLE/Job Coaching services for student # 172906 for \$2226.00 to provide specialized intensive job training/coaching for ESY June 5-August 18, 2017.
- 35. **Recommend** approval of teacher or teachers to run twelve (12) remediation sessions from December 2017 until the January 2018 PARCC testing at a cost of \$1,368.00.
- 36. **Recommend** approval to reject all bids received on November 8, 2017 for Renovations to the Alternative School, as per **Document M** and further approve to re-bid the project.

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> |
|-------------------|-------------------|--------------------|--|------------|---|
| November 17, 2017 | Lynn Coates | Waretown | Indoor Air Quality Training | No | None |
| November 30, 2017 | Tiffany Jaeger | Eatontown | Co-Teaching Workshop | Yes | Registration - \$100.00 |
| November 29, 2017 | Kathleen Stonaker | Neptune | ADHD Symposium | No | Mileage - \$4.84 |
| November 4, 2017 | Rosa Russo | New Brunswick | Oral Proficiency Workshop | No | Mileage - \$15.56 Registration - \$25.00 |
| January 5-8, 2017 | Kevin Hyland | Boston | Eastern Athletic Training Association Conference | Yes | Mileage - \$170.50 Registration - \$150.00 Hotel - \$477.00 |
| December 7, 2017 | Jesse Place | Monroe | Legal One – Seniority and Tenure Workshop | No | Mileage - \$ 20.15 Registration - \$ 150.00 |
| October 23, 2017 | Claire Kozic | Scotch Plains | New Course Material Review | Yes | Mileage - \$9.92 |

Dr. Worth – Psych. Assessment

MOA with Law Enforcement Officials

2017-18 NJQSAC SOA Document K

MOU – Mon. Cty. Police Academy Document L

Water & Sims – Job Coaching

Water & Sims – Job Coaching ESY

PARCC Remediation Sessions

Rejection of Bids – Alt. School Renovations Document M

H.S. Professional Days

| | | | | | |
|----------------------|--|-------------------|--------------------------|-----|--|
| November 2, 2017 | Jill Santucci | New Brunswick | Peer Mediation Workshop | Yes | Mileage - \$10.23 |
| December 5, 2017 | Robert Kehoe | Manalapan | Self-Regulation Workshop | Yes | Mileage - \$13.14 |
| January 25, 26, 2018 | Frank Kasyan Jesse Place Frank Scott | 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, 2018 | 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> |

H.S. Professional Days (continued)

Student Action
Field Trips

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

H.S. Field Trips

| <u>Date</u> | <u>Name</u> | <u>Subject</u> | <u>Destination</u> | <u>Purpose</u> | <u>Sub</u> | <u>Other Board Costs</u> | <u>Other Fund</u> |
|-------------------|--|----------------|-------------------------------------|------------------------------------|------------|--------------------------|-------------------|
| March 8, 2018 | James Fagen Jason Bryant Nurse (as necessary) | Model UN | St. Peter's University | Model UN Conference | Yes-2 | Bus - \$700 | Student Funds |
| December 11, 2017 | Jill Santucci Leigh Busco Elizabeth Rudder Nurse (as necessary) | Peer Leaders | First Presbyterian Church Manasquan | Presentation for Sending Districts | Yes-1 | None | None |
| December 1, 2017 | Kevin Hyland James Freda Nurse (as necessary) | Medical | Rutgers University | Medical Lab | Yes-2 | Bus - \$400 | None |

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:
#182428 Grade 12 November 2, 2017 - January 26, 2018 (Medical)

H.S. Home Instruction

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

40. Old Business/New Business

Old Business
New Business

41. Public Forum

Public Forum

Mr. Pellegrino closed the second public forum seeing no public participation.

Mr. Pellegrino asked for a motion to enter into executive session.

Motion was made by Mr. Hoverter, seconded by Mr. Loffredo, and approved by voice vote of all those present to approve to enter into executive session at 7:18 p.m.

Discussion: None

MOTION CARRIED

Executive Session

42. Executive Session

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

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

WHEREAS, the length of the Executive Session is estimated to be thirty (30) minutes after

which the public meeting of the Board shall reconvene and proceed with business; and

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

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

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

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

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

Motion to Reconvene

Motion was made by Mr. Hoverter, seconded by Mr. Sorino, and approved by voice vote of all those present to reconvene the meeting at 8:05 p.m.

Discussion: None

MOTION CARRIED

Mr. Pellegrino asked for a motion to approve Manasquan Item #43.

Manasquan Item #43

Motion was made by Mr. Hoverter, seconded by Mr. Cattani, to approve Manasquan Item #43, Elementary School Personnel, as specified in Document 3.

Discussion: None

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

E.S. Personnel Document 3

MANASQUAN
Personnel

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

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

Motion was made by Mr. Sorino, seconded by Mr. Vitale, to approve Manasquan/Sending District Items #44 – High School Personnel, as specified in Document N and Document O.

Discussion: None

Roll Call Vote: Ayes (10); Nays (0); Abstain (1) Mrs. Garrett-Muly abstained on #44 – Michaela Read only; Absent (2) Mrs. McGarry, Mr. Warren

MOTION CARRIED

Manasquan/
Sending
District Items
#44 and #45

MANASQUAN/SENDING DISTRICTS

Personnel

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

45. Recommend approval of the conceptual plan for the Lower Field Athletic Improvements and the contract for the Special Project Engineer, as per **Document O**.

H.S. Personnel
Document N

Conceptual
Plan – Lower
Athletic Field
Improvements
Document O

Mr. Pellegrino asked for a motion to adjourn.

Motion was made by Mr. Sorino, seconded by Mr. Cattani, and approved by voice vote of all those present to adjourn the meeting at 8:04 p.m.

Adjournment

46. Adjournment

Motion to Adjourn

Respectfully submitted,



Lynn Coates
Board Secretary