

**BOARD OF EDUCATION**

**Borough of Manasquan**

*The Combined Committee of the Whole and Regular Public Meeting 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, December 17, 2019.*

*The President, Mr. Cattani, called the meeting to order at 6:01 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**

*Roll Call*

|                              |                                  |  |
|------------------------------|----------------------------------|--|
| <i>Bruce Bolderman</i>       | <i>Mark Furey (Belmar)</i>       | <i>Anne McGarry (SLH)</i>                |
| <i>Donna Bossone</i>         | <i>Terence Hoverter</i>          | <i>Alexis Pollock</i>                    |
| <i>Martin Burns - absent</i> | <i>Dennis Ingoglia (Brielle)</i> | <i>Alfred Sorino – arrived 6:36 p.m.</i> |
| <i>Eugene Cattani</i>        | <i>Joseph Loffredo</i>           | <i>Colin Warren</i>                      |

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

*Quorum Reached*

*Mr. Cattani 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 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.

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

*Motion was made by Mr. Warren, seconded by Mr. Furey, to accept and approve the minutes, as specified in Item #6.*

*Roll Call Vote: Ayes (8); Nays (0); Abstain (2) Mr. Hoverter, Mr. Warren; Absent (2) Mr. Burns, Mr. Sorino*  
**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 November 19, 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.

**7. Student Board Representative Report - No Report**

*Mr. Cattani reported that the Principal Reports would take place after the Holiday Presentation and turned the floor over to Dr. Kasyan.*

*Dr. Kasyan wished everyone a very joyous and wonderful holiday season. He asked Mr. Weisert to introduce the Manasquan High School Chorus "Topstick" members. The students entertained the group with two holiday songs. Dr. Kasyan asked Mr. Wiemken to introduce the Manasquan High School Band members. The students performed Up on the Housetop. Dr. Kasyan asked Mr. Clark to introduce the members of the elementary school band. The students performed a trio of holiday songs.*

**• Holiday Presentation**

- **Members of the Manasquan High School Chorus "Topstick" Members – Performance by Matthew Dellegrippo, Alexander Kave, Emily Kave, Erin McBride, Alex Quinn, Sophia Symonowicz**
  - "Here We Come a Caroling"
  - "Sing a Song of Merry Christmas"
- **Members of the Manasquan High School Band**
  - "O Tannenbaum" – Performance by Edward Dingler, Jackson Gray, Elsie Johnson and Matthew Testa

*Mr. Cattani continued with the Principal Reports.*

**8. Principal Report**

- **Elementary School – Colleen Graziano**

*Mrs. Graziano thanked the members of the Student Council and National Junior Honor Society and advisors for their efforts in organizing the Thanksgiving Food Drive and Holiday Gift Donations. She also thanked the parents, teachers and MES PTO for their assistance and the Manasquan Elks for their donations. She reported that the Manasquan Elementary School boys' and girls' basketball teams, as part of the community service initiative, have organized a toy drive that would be donated to the Jersey Shore University Medical Center Children's Hospital. She thanked Mr. Kirk, Mr. Manser, Ms. Melillo, parents and the student athletes for their efforts. She mentioned that a band and chorus holiday concert will be held on December 18<sup>th</sup> at 7:00 p.m. Mrs. Graziano thanked Mrs. Lord along with Mrs. Sanders for arranging the schedule for Charlie's visits to the elementary school students. She reported on a visit from Surf, a facility dog, who provided a safety program for the students, called How to Stay Safe. Mrs. Graziano wished everyone a wonderful holiday.*

- **High School – Robert Goodall/Richard Read, Assistant Principal and Energy Specialist**  
*Mr. Goodall wished everyone a happy holiday. He followed up on the efforts being made to redefine the math and science pathways to make the students the most competitive when applying to colleges and universities. His report provided the specific course requirements and electives in both math and*

Minutes

Student Board  
Representative  
Report  
(No Report)

Holiday  
Presentation

Principals'  
Reports

Manasquan  
Elementary  
School  
Mrs. Graziano

Manasquan  
High School  
Mr. Goodall

*science that will be offered to the students during the 2020-2021 school year. A copy of Mr. Goodall's report will be included in the formal minutes.*

Manasquan  
High School  
Mr. Goodall

*Mr. Goodall introduced Mr. Read for the energy program report. Mr. Read wished everyone a Merry Christmas and happy holiday. He thanked the board for the opportunity to take on this position five years ago and reported that the program has proven to be a very beneficial to the district. He reviewed the energy program cost savings that has resulted in a total gross savings of \$761,612 and a total net savings, minus the cost of the energy program, of \$461,612. He thanked the Manasquan School District administration and staff for assisting with the program's success. Dr. Kasyan thanked Mr. Read for his dedication to this position.*

*Mr. Cattani continued with the presentations and turned the floor over to Dr. Kasyan.*

## **9. Presentations**

Presentations

*Dr. Kasyan introduced Mr. Colin Warren and thanked him for his service as a board member from 2017 to 2019. Mr. Warren was presented with a plaque on behalf of the Manasquan Board of Education.*

Colin Warren  
Board  
Member  
Recognition

- **Recognition of Board Member Service**

*Dr. Kasyan introduced and congratulated the students selected for the All Shore Chorus and All Shore Intermediate Band and presented them with Certificates of Appreciation and Wally Buck.*

- **All Shore Chorus**
  - Matthew Dellegrippo
  - Alexander Kave
  - Erin McBride
  - Sophia Symonowicz
- **All Shore Intermediate Band**
  - Elizabeth Brennan
  - Donovan Brown

All Shore  
Chorus

All Shore  
Intermediate  
Band

*Dr. Kasyan introduced and congratulated the Manasquan Elementary School Cross Country Team and their coach and presented them with Certificates of Appreciation and Wally Bucks.*

- **MES Boys Cross Country**

MES Boys  
Cross Country

*Dr. Kasyan introduced and congratulated two members of the intermediate school field hockey team selected for the all-star game and presented them with Certificates of Appreciation and Wally Buck.*

- **2019 Shore Intermediate School Field Hockey League All-Star Game**
  - Eleanor Ragan
  - Colleen Ragan

2019 Shore  
Intermediate  
School Field  
Hockey All  
Stars

*Dr. Kasyan continued with the recognition of the high school and elementary school students of the month, Elks students of the month and teachers of the month. He provided the criteria needing to be met by the students of the month and read a poem that encapsulates the true meaning of the districts wonderful staff. Dr. Kasyan introduced the students and teachers and presented them with Certificates of Appreciation and Wally Bucks.*

- **High School Students of the Month for December – Camryn Rothery, Senior – Andrew Chermack, Junior – Matthew Rose, Sophomore – John O'Shea, Freshman**

Students and  
Teachers of  
the Month

- **High School Teacher of the Month for December**– Monica Fenlon
- **Elementary School Student of the Month for December**– Austin Griffith
- **Elementary School Teacher of the Month for December**– Sandra Jo Hill
- **Elks Elementary School Student of the Month for December**– Ryan Maddalone
- **Elks Teenager of the Month for December** – Dalil Suluki

Students and  
Teachers of  
the Month

*Dr. Kasyan called for a five-minute break to partake in celebratory cupcakes.*

- **Five Minute Break** – *The meeting reconvened at 7:03 p.m.*

*Dr. Kasyan continued with the presentations and asked Mr. Cinelli to introduce the students who presented their Anti-Bullying Policy Projects. Each group presented a copy of their policy to the board and outlined the areas of bullying covered and intervention and strategies suggested to be implemented in their specific policy. Dr. Kasyan thanked the students, complimented them on their efforts and asked that they be the catalyst in making this a school-wide endeavor. The students were presented with Certificates of Appreciation.*

- **Anti-Bullying Policy Projects**
  - Patrick Watson, Brian Dettlinger, Ryan Mulvaney, and Abigail Hippe
  - Rylie Rampone, Madison Reinhard, Kaitlin Dellegrippo, and Mia Grillo
  - Anthony Loffredo, Tyler Del Salto, Jason Larned, and Brendan Mills

Anti-Bullying  
Policy Project  
MES Students

*Dr. Kasyan introduced James Fagen and Allyson Griffith for the Instructional Council Update.*

*Mr. Fagen reported on the Freshmen Seminar Program and the Academic Hall of Fame that are currently on-going programs initiated in 2018-2019. Ms. Griffith and Mr. Fagen highlighted some of the areas covered in the Freshmen Seminar. Mr. Fagen said that the 2019-2020 initiatives of the Instructional Council will be to continue to work on the Academic Hall of Fame and use feedback from staff and students to continue to develop the Freshmen Seminar. They will be researching a plagiarism program and plan a Celebration of Learning Day with both the elementary school and high school students. The Council is also looking into presenting to the staff methods on how to be reflective practitioners.*

Instructional  
Council  
Update  
Mr. Fagen  
Ms. Griffith

*Dr. Kasyan thanked the Instructional Council for their success and looks forward to them attaining their goals. Mr. Coppola thanked Mr. Fagen and Ms. Griffith for a very productive program especially with the collaboration piece of the Freshmen Seminar. He also commended Mr. Fagen for fostering the Model UN with the sending districts.*

- **Instructional Council Update** – Presented by James Fagen and Allyson Griffith

*Mr. Cattani turned the floor over to Dr. Kasyan for the Committee of the Whole – Discussion Items.*

**10. Discussion Items December 17, 2019 Agenda**

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

○ Health Benefit Enrollment

*Dr. Kasyan said the Dr. Crawley will be providing an update on the health benefit enrollment at the January board meeting.*

○ School Calendar: 2020-2021 School Year\*

*The 2020-2021 school calendar is on the agenda this evening for approval.*

○ Canine Detection Dog Update

*Dr. Kasyan reported that Mr. Clayton will be providing an update on the canine detection dog program. A thorough investigation on the program and process will be conducted before we bring this program into the district.*

○ School Start Time Discussion

| Manasquan High School            |            |          |            |
|----------------------------------|------------|----------|------------|
|                                  | Start Time | End Time | Lunch      |
| Current Schedule                 | 7:34am     | 2:30pm   | 52 minutes |
| Proposed Schedule Alternative #1 | 7:55am     | 2:50pm   | 51 minutes |
| Proposed Schedule Alternative #2 | 8:00am     | 2:50pm   | 46 minutes |
| Proposed Schedule Alternative #3 | 8:10am     | 3:00pm   | 41 minutes |
| Proposed Schedule Alternative #4 | 8:30am     | 3:20pm   | 41 minutes |

| Manasquan Elementary School |            |          |
|-----------------------------|------------|----------|
|                             | Start Time | End Time |
| Current Schedule            | 8:25am     | 3:00pm   |
| Proposed Schedule           | 7:40am     | 2:15pm   |

C.O.W.  
Discussion  
Items

Health Benefit  
Enrollment

2020-2021  
School  
Calendar

Canine  
Detection Dog  
Update

School Start  
Time  
Discussion

*Dr. Kasyan previously provided information to the board on the school start times in the Friday Packet. He reviewed four proposed examples of start and end times for the high school that would in turn affect the elementary school schedule. He would like to have a thorough discussion in January on this in addition to surveying the community once again, with a focus on the elementary school students.*

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

*Personnel will be discussed in Executive Session.*

• **Policy**

○ P5320 – Immunization

- HS Religious Exemptions – 43
- ES Religious Exemptions – 23

*Dr. Kasyan researched the district's students that currently have a religious exemption for immunizations resulting in 43 in the high school and 23 in the elementary school. He has concern with the possibility that some of these students would not be coming to school if the legislature does away with religious exemptions.*

Personnel  
(Executive  
Session)

Policy

P5320 –  
Immunization

*Dr. Kasyan turned the floor over to Dr. Crawley for Finance and Buildings & Grounds/Facilities.*

- **Finance**

- 2020-2021 Budget Process

*Dr. Crawley reported that the budget process is on schedule. The sending districts have provided their first round of estimated enrollments that may be revised in February with a more tightened up projection. This Friday the district administrators are required to submit to the business office their finalized budget request forms. Evaluations of the requests will be undertaken in January after the break.*

- 2018-2019 Audit

*Dr. Crawley reported that the final review of the audit is being completed in the business office this week. The audit will be submitted to the Department of Education by December 23<sup>rd</sup>. Mr. Hulsart, our auditor, will be at the January 6, 2020 meeting to provide a report and the board will be asked to accept the audit at this meeting. Dr. Crawley reported that there were no findings or recommendations being made by the auditors.*

- 2020-2021 RFP Schedule

*Dr. Crawley referred to the RFP Schedule that will be approved at the Reorganization Meeting. His review of the schedule prompted him to suggest considering a change to the RFP date for the school physician since we contracted with Orthopedic Institute of Central Jersey last January after the retirement of Dr. Rice. He would like to move the School Physician RFP from 2020-2021 to 2024-2025 to be consistent in keeping the schedule on a 5-year plan.*

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

- HVAC/Fire Alarm Project Update

*Dr. Crawley reported that Earle has been working behind the bleachers to clear out the laydown area for Thermal Piping. Thermal should start mobilizing over the Christmas break. Dr. Kasyan pointed out that the wetlands were not touched during this work.*

- Sheriff Department Inmate Labor Program\*

- February 10-14, 2020 (Winter Break – School not in session)

*Dr. Crawley reported that the Sheriff Department's Inmate Labor Program that has provided workers during the summer months will be at the elementary school during the February break while no students are in the building to address some painting and landscaping work.*

*Dr. Kasyan reported that the Thermal Piping and related trades were in the building today to take a thorough look at the scope of work and will report back on their findings.*

*Dr. Kasyan continued with the Superintendent's Report.*

## **11. Superintendent's Report & Information Items**

*Dr. Kasyan reported on the district enrollment in addition to the enrollment by sending districts, as specified in Document A. He reported on the Fire Drill and Shelter in Place reports for the high school, alternative school and elementary school, as specified in Document B and the HIB Monthly Report, as specified in Document C. He complimented the students on their presentation this evening.*

- **Enrollment– Document A**

- **Total Enrollment – 1,491**

- **High School – 957**
    - **Elementary School –534**
    - **Enrollment by District**

Finance  
2020-2021  
Budget  
Process

2018-2019  
Audit

2020-2021  
RFP Schedule

Buildings &  
Grounds/  
Facilities

HVAC/Fire  
Alarm Project  
Update

Inmate Labor  
Program

Supt.'s Report

Enrollment  
Document A

- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Report, Suspensions & Tardy Reports– Document B**

- **High School:**

- November 5<sup>th</sup> – Shelter in Place
- November 19<sup>th</sup> – Fire Drill

- **Alternative School:**

- November 5<sup>th</sup> – Shelter in Place
- November 19<sup>th</sup> – Fire Drill

- **Elementary School:**

- November 19<sup>th</sup> – Fire Drill
- November 26<sup>th</sup> – Fire Drill

- **HIB Monthly Report – Document C**

- **High School:**

- One Incident – 1 Confirmed HIB

- **Elementary School:**

- One Incident – 1 Not HIB

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

HIB Monthly  
Report  
Document C

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

- **Report of the Assistant Superintendent**

Report of the  
Assistant  
Superintendent  
Mr. Place

*Mr. Place updated the board on the visitor management system. The Lobby Guard platform has been selected and is currently being used in the high school. Installation is taking place in the elementary school this evening. The process has not changed that much but this program will provide a more user-friendly process for parents and visitors. Discussion has taken place on how to address the contractors being in the building for the HVAC/Fire Alarm project and a procedure has been put into place for the foremen to be issued a hard badge and the day to day workers will have to use the Lobby Guard system and receive daily badges providing access through the secured vestibule.*

*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**

- Advanced Placement/SAT Scores

Report of the  
Director of  
Curriculum and  
Instruction  
Mr. Coppola

*Mr. Coppola updated the board on work being done with the elementary school administrators and teachers on the movement being made in challenging the students. He reported an increase in the 8<sup>th</sup> grade students taking Algebra I from 25 last year to 40 this year and taking Geometry from 3 last year to 8 this year. He commended the work being done in the elementary school to present challenging opportunities to the students that will help prepare them for the high school accelerated courses. He updated the board on professional development programs that took place during the December 5<sup>th</sup> in-service with a focus on social and emotional learning at the elementary school and the start of a new PLC with the advanced placement teachers at the high school. Tomorrow at the elementary school the K-1 teachers will meet for a continuation of the Guided Reading Program and a 5-series program participated in by staff from both school will start tomorrow provided by Learning Sciences partnered with the Brick Township School District. Mr. Coppola provided a presentation on the Manasquan High School SAT and Advanced Placement Testing. His goal for this report was to provide history of where the district was with the testing, steps taken with initiatives to show progress and to map out strategies*

*with instruction, curriculum and professional development to bring the district to the next level. A copy of his report will be included in the formal minutes.*

*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 reported that the PSAT scores were available last week and she encourages all students to create a College Boards account to allow access to their scores and testing information. Hard copies of the scores will be given to the students upon return from the break. The Honors Placement tests are now complete with 154 students from the sending districts participating in the testing. Scheduling for next year is on-going with a goal to visit the sending districts during January and February to provide course and curriculum information to the students. She would like all students to have a physical schedule for next year prior to spring break. She updated the board of plans for the Freshman for a Day program and recruitment for next year. Mrs. Kenney spoke on the high school grading scale and compared to other districts how it possibly puts our students at a disadvantage for successful college planning. She spoke on students' rank and how 80 to 90% of the schools in the area do not report rank or have it reported optionally. She would like to propose that students from Manasquan High School be given the opportunity to determine if they want to report rank on their transcripts. Mrs. Kenney provided a brief overview of the SCOIR program that she has introduced in the district that provides a more user-friendly approach for the students. Since we signed up prior to October 30<sup>th</sup> there is no cost to the district. She finds that Naviance, our current program, does not provide a conducive setup for the students' learning styles and costs the district \$11,000 yearly with an increase expected moving forward. She would like to roll this program out with the freshmen and sophomores in the spring before moving completely away from Naviance. An email outlining the program will be provided to the board for their review followed up with discussion in January. Mrs. Kenney believes the SCOIR program would best serve the students over Naviance. Mr. Place addressed Mr. Cattani's question on the "free" cost and explained that it is a professional agreement that will be free for the lifetime of the agreement if the district wishes to use the program. Mrs. Kenney said she learned that there is now a fee for those districts who did not sign up prior to October 30<sup>th</sup> and there is a possibility of a cost to the district should we wish to add additional programs in the future; however, the current agreement will continue at no cost to the district.*

*Dr. Kasyan concluded his Superintendent's Report.*

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

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

*Roll Call Vote: Ayes (10); Nays (0); Abstain (0); Absent (2) Mr. Burns, Mr. Hoverter*

**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.*

**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

*Approval and  
Acceptance of  
the Supt.'s  
Report*

*Public Forum  
on Agenda  
Items  
(No  
Comments)*



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. Gross indicated that the public forum would also include the Notice of Public Hearing for Agenda Item #23.*

Public  
Comment on  
Agenda Items  
(No  
Comments)

*Mr. Cattani closed the Public Forum seeing no participation from the public.*

*Mr. Cattani asked if there were any Manasquan General Items that would require a separate vote. Seeing none, he asked for a motion to approve Items #13 through #20.*

*Motion was made by Mr. Loffredo, seconded by Mr. Sorino to approve Manasquan General Items #13 through #20.*

Manasquan  
General Items  
#13 through  
#20

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

**MOTION CARRIED**

## **MANASQUAN**

### **General Items**

- 13. Recommend** approval of an amendment to the FY 2020 ESEA Grant (formerly NCLB Grant) application, submitted on November 27, 2019 with FY19 carryover funds redistributed and funds moved to fulfill the professional development contract with Learning Sciences International (Title II).

FY2020 ESEA  
Grant  
Amendment

- 14. Recommend** approval of **Dr. Thomas O'Reilly** to conduct psychiatric assessment of elementary school student #7377095824 at a rate of \$600 per assessment/report.

Dr. O'Reilly –  
Psychiatric  
Assessment

- 15. Recommend** approval of **Joan Bruno**, Augmentative Communication Specialist from Communication Technology Resources, LLC, to conduct an evaluation of student #8301703925 and provide consultative services to MES staff for students #9256433899 and #6205644550 at a cost of \$1,000.00.

J. Bruno –  
Evaluation  
Services

### **Professional Days**

- 16. 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>                                  |
|----------------------|------------------|--------------------|-------------------------------------|------------|--|
| January 22, 2020     | Christine Rice   | Cherry Hill        | Pre-K and Kindergarten ELL Workshop | Yes        | Mileage- \$22.00<br>Registration - \$279.00  |
| December 9, 10, 2019 | Oriana Kopec     | East Brunswick     | NJASL Fall Conference               | Yes        | Mileage - \$48.86<br>Registration - \$295.00 |
| January-June 2020    | Nicole DeStefano | Online             | AAC Certification Course            | No         | Registration - \$1,699.00<br>(IDEA Funded)   |
| December 6, 2019     | Nancy Sanders    | Point Pleasant     | Neuroscience Anxiety Workshop       | No         | Registration - \$254.09                      |

MINUTES – December 17, 2019

|   |  |          |  |         |   |
|---|--|----------|--|---------|---|
| January 10, 2020  | Teresa Savage  | Lakewood | Mental Health Workshop                                   | No      | Mileage - \$6.40  |
| March 2, 3, 2020  | Jill Wells   | Clark    | OT Strategies for Students                               | No      | Mileage - \$30.10<br>Registration - \$479.00                |
| January 10, 2020  | Kathleen Stonaker  | Lakewood | Mental Health Workshop                                   | No      | Mileage - \$7.70  |
| December 18, 2019<br>January 16 & 31, 2020<br>February 4, 2020<br>March 3, 2020 | Michael Pape<br>Kristine Pierce<br>Julie Rieth<br>Justin Roach<br>Tom Russoniello<br>Kim Ward<br>Andrea Trischitta | Brick    | Learning Sciences International Professional Development | Yes - 6 | Mileage - \$4.34<br>per traveler per session                |
| January 27-29, 2020   | Jennifer Dyer  | Newark   | Designing & Implementing Student Training Plans          | Yes     | Mileage: \$18.41<br>Registration: \$400.00<br>(IDEA Funded) |
| February 27-28, 2020  | Jennifer Dyer  | Freehold | OSHA 10 Training   | Yes     | Mileage: \$6.40<br>Registration: \$400.00<br>(IDEA Funded)  |
| March 5, 2020   | Jennifer Dyer  | Freehold | NJ Wage and Hour and Wage Payment                        | Yes     | Mileage: \$6.40<br>Registration: \$400.00<br>(IDEA Funded)  |

E.S.  
Professional  
Days  
(continued)

**Student Action  
Field Trips**

17. **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>                           |
|-------------------|--|----------------|--------------------|---------------------------------------|------------|--------------------------|---|
| April 30, 2020    | Cheryl Femenella<br>Lauren Brown<br>Jessica Woytowicz<br>Danielle Romano | Grade 3        | Jackson            | Great Adventure Safari Education Tour | No         | None                     | 2 Buses - \$672.00<br>Total (Student Funds) |
| December 18, 2019 | Cheryl Femenella<br>Danielle Romano<br>Jessica Woytowicz<br>Lauren Brown | Grade 3        | Manasquan          | Algonquin Theater Production          | No         | None                     | None  |

**Placement of Students on Home Instruction**

18. **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:  
#5705503520      Grade 7      November 11, 2019 – December 1, 2019 (Medical)

E.S. Home  
Instruction

**Placement of Students Out of District**

19. **Recommend** approval of the revised 2019-2020 External Placement list that reflects tuition costs and transportation cost, as per **Document 1**.

2019-2020  
External  
Placements  
Document 1

**Financials**

20. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **November, 2019** as per **Document 2**.

*Mr. Cattani asked if there were any Manasquan/Sending District General Items that would require a separate vote. Seeing none, he asked for a motion to approve Items #21 through #32.*

*Motion was made by Mr. Bolderman, seconded by Mrs. Pollock, to approve Manasquan/Sending District General Items #21 through #32.*

*Roll Call Vote: Ayes (11); Nays (0); Abstain (0); Absent (1) Mr. Burns*

**MOTION CARRIED**

**MANASQUAN/SENDING DISTRICTS**

**General Items**

21. **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 **NOVEMBER 30, 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;** that the amount of district taxes, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$3,161,745.50** 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 **NOVEMBER 30, 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 **NOVEMBER 30, 2019** per **Document D**. (The Treasurer of School Moneys Report for the month of **NOVEMBER 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 **NOVEMBER 30, 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 NOVEMBER and DECEMBER** as recommended by the Superintendent of Schools, as per **Document D**.

**Purchase Orders** for the month of **DECEMBER 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 **\$1,515,094.51** for the month of **DECEMBER, 2019** be approved. Record of checks (**#45658 through #45717**), and distributions are on file in the Business Office.

E.S. Central  
Funds Report  
Document 2

Manasquan/  
Sending  
District  
General Items  
#21 through  
#32

Financial  
Reports

Secretary's  
Certification

District Taxes

Acceptance of  
Secretary's  
Certification

Secretary's  
Financial &  
Investment  
Report  
Document D

Budget  
Certification  
Document D

Purchase  
Orders  
Document E

Cafeteria  
Report  
Document F

Bills  
(Current  
Expense)

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of \$0.00 for the month of **DECEMBER, 2019** be approved. Record of checks (# through #), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **NOVEMBER, 2019** at **\$2,808,562.15** and checks (#45498 through #45657) and **(Capital Expense)** for **NOVEMBER, 2019** at **\$8,921.59** and checks (#1041 through 1046 and #1369 through #1370).

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

**22. Recommend** approval of the **2020-2021 School Year Calendar** as per **Document H.**

**23. Recommend** approval of the Second Addendum between the Manasquan Board of Education and Dr. Frank Kasyan, which clarifies language Board approved on May 14, 2019, and consistent with the approval of the Executive County Superintendent of Schools, as per **Document I.**

**24. Recommend** approval of the creation of a Sports Broadcast and Journalism Club.

**25. Recommend** approval of the contract with Earle Asphalt Company, Inc., to provide Road and Parking Area Grading in relation to the Referendum Project – Manasquan High School HVAC and Fire Alarm Replacement, in the amount of \$38,600.00 (attorney reviewed).

**26. Recommend** approval of the 2020-2021 Agreement for Cooperative Sports Programs between the Manasquan Board of Education and the Point Pleasant Beach Board of Education, in the amount to be determined.

**27. Recommend** approval of the use of the Inmate Labor Program offered by the Monmouth County Sheriff's office - Department of Corrections, during the week of February 10<sup>th</sup> – 14<sup>th</sup>, 2020 (school closed for winter break).

**28. Recommend** approval of the revised motion to approve 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 II grant (previously approved 11/19/19 through the Title IV grant)

**29. Recommend** approval of the staff development training provided by Staff Development Workshops, Inc. on February 21, 26 and March 27, 2020 in the amount of \$1700.00 for each training session provided by Solange Murphy for the total of \$5100.00.

### **Professional Days**

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

| <u><b>Date</b></u> | <u><b>Name</b></u> | <u><b>Destination</b></u> | <u><b>Purpose</b></u>        | <u><b>Sub</b></u> | <u><b>Cost</b></u>      |
|--------------------|--------------------|---------------------------|------------------------------|-------------------|-------------------------|
| 2019-2020SY        | Kevin Hyland       | Online                    | NATA Renewal and CEU Credits | No                | Registration - \$269.00 |
| May 28, 2020       | Nancy Knitter      | New Brunswick             | TESOL Conference             | Yes               | Registration - \$234.00 |

*Bills  
(Capital  
Expense)*

*Confirmation  
of Bills  
(Current &  
Capital  
Expense)*

*H.S. Central  
Funds  
Document G*

*2020-2021  
School  
Calendar  
Document H*

*2<sup>nd</sup> Addendum  
Dr. Kasyan's  
Contract  
Document I*

*Sports  
Broadcast &  
Journalism  
Club*

*Earle Asphalt  
Co., Inc. –  
Parking Area*

*2020-2021  
Coop Sports  
Program with  
PPB BOE*

*Inmate Labor  
Program*

*Learning  
Sciences  
International –  
PD Consortium*

*Staff  
Development  
Workshops*

*H.S.  
Professional  
Days*

MINUTES – December 17, 2019

|   |  |  |  |       |  |
|---|--|--|--|-------|--|
| January 23, 2020<br>February 27, 2020<br>March 19, 2020<br>April 30, 2020<br>May 21, 2020 | Peter Crawley  | 3/19/19 Spring<br>Lake<br>All Others -<br>Neptune City | MCASBO<br>Monthly<br>Meetings  | No    | None   |
| December 17, 2019   | Sandra Freeman   | Tinton Falls   | MOESC –<br>Transportation<br>Meeting                                 | No    | Mileage - \$9.00   |
| February 6-7, 2020  | Jesse Place  | Washington,<br>D.C.                                    | Microsoft Ignite<br>Tour -<br>Government                             | No    | Registration – Free<br>Hotel - \$211.51<br>Mileage - \$137.20<br>Meals/Incidentals -<br>\$114.00<br>Tolls - \$60.00 (estimate)<br>Parking - \$120.00<br>(estimate) |
| December 18, 2019<br>January 16 & 31,<br>2020<br>February 4, 2020<br>March 3, 2020        | Rick Coppola<br>Carlyann Eggie<br>Brent Shible<br>Maria Eldridge<br>Meghan<br>Hillman Gina<br>Martucci Megan<br>Voorhees | Brick  | Learning<br>Sciences<br>International<br>Professional<br>Development | Yes-6 | Mileage - \$4.34<br><i>per traveler per session</i>  |
| January 10, 2020  | Susan Lord   | Lakewood   | Recognizing<br>Mental Health<br>Issues in<br>Students                | No    | Mileage - \$4.14   |
| December 6, 2019  | Timothy<br>Clayton   | Oakland  | Psychological<br>Evaluations   | No    | None   |
| January 9, 2020   | John Driscoll<br>Ryan Graf<br>Craig Murin<br>Jill Santucci<br>Richard Read<br>Amy Edwards                                | Monroe   | Articulation<br>Visit  | Yes-4 | Mileage - \$21.00<br><i>per traveler</i>   |

H.S.  
Professional  
Days  
(continued)

**Student Action**  
**Field Trips**

H.S. Field Trips

31. Recommend approval of the field trips listed below:

| <u>Date</u>        | <u>Name</u>                  | <u>Subject</u>            | <u>Destination</u>        | <u>Purpose</u>     | <u>Sub</u> | <u>Other<br/>Board<br/>Costs</u> | <u>Other<br/>Fund</u> |
|--------------------|------------------------------|---------------------------|---------------------------|--------------------|------------|----------------------------------|-----------------------|
| January 7,<br>2020 | Rosa Russo<br>Pamela Puryear | 8-11<br>Italian I &<br>II | Joe's Pizza<br>II in Wall | Culinary<br>Lesson | Yes –<br>I | Bus -<br>\$225.00                | None                  |

**Placement of Students on Home Instruction**

H.S. Home  
Instruction

32. 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 December 2, 2019 – January 2, 2020 (Medical)  
#7253278387 Grade 11 December 19, 2019 -January 19, 2020 (Medical)  
#2332183162 Grade 11 November 6, 2019 – November 20, 2019 (Administrative)

Mr. Cattani asked if there was any Old or New Business to come before the board. Seeing none he opened the second public forum on any items on or not on the agenda.

Old / New  
Business

33. **Old Business/New Business**

**34. Public Forum**

*Mr. Cattani closed the public forum seeing no participation from the public.*

Public Forum  
(No Comment)

*Mr. Cattani asked for a motion to enter into Executive Session and read the following statement.*

*Motion was made by Mrs. Bossone, seconded by Mrs. Pollock, and approved by voice vote of all those present in favor to enter into executive session at 8:45 p.m.* **MOTION CARRIED**

Executive  
Session

**35. 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
- X   7. Litigation or Contract Matters or Att./Client (Pending Litigation)
- X   8. Personnel Matters (Hiring, 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.**

*Mr. Cattani asked for a motion to reconvene the meeting.*

*Motion was made by Mr. Bolderman, seconded by Mr. Sorino, and approved by voice vote of all those present in favor to reconvene the meeting at 9:09 p.m.* **MOTION CARRIED**

Meeting  
Reconvened

**Roll Call:**

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

Roll Call

*Also Present: Dr. Frank Kasyan, Superintendent of Schools; Dr. Pete Crawley, School Business Administrator/Board Secretary; Jesse Place, Assistant Superintendent of Schools; Michael Gross, Board Attorney; Sandi Freeman, Recording Secretary.* **Quorum Reached**

*Mr. Cattani asked for a motion to approve Manasquan Item #36.*

*Motion was made by Mr. Hoverter, seconded by Mr. Warren, to approve Manasquan Item #36 – Elementary School Personnel, as specified in Document 3.*

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

**MOTION CARRIED**

**MANASQUAN**

**Personnel**

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

*Mr. Cattani asked for a motion to approve Manasquan/Sending District Items #37 and #38.*

*Motion was made by Mr. Loffredo, seconded by Mrs. McGarry, to approve Manasquan/Sending District Items #37 – High School Personnel, as specified in Document J and Item #38 – Legal Settlement Agreement.*

*Roll Call Vote: Ayes (11); Nays (0); Abstain (0); Absent (1) Mr. Burns*

**MOTION CARRIED**

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

- 37. Recommend** approval of the High School personnel as per **Document J.**

- 38. BE IT RESOLVED** that the Manasquan Board of Education hereby approves the terms and conditions of the Settlement Agreement between E.V and J.V. o/b/o G.V. and the Brielle School District and Manasquan School District dated November 27, 2019.

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

*Motion was made by Mr. Sorino, seconded by Mr. Warren, and approved by voice vote of all those present in favor to adjourn the meeting at 9:11 p.m.*

**MOTION CARRIED**

**39. Adjournment**

Motion to Adjourn

*Respectfully submitted,*

*Pete Crawley, Ed.D.  
Board Secretary*

*Manasquan  
Item #36 – E.S.  
Personnel  
Document 3*

*Manasquan/  
Sending  
District Item  
#37 – H.S.  
Personnel  
Document J*

*Item #38 –  
Legal  
Settlement*

*Adjournment*