

MANASQUAN 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 Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, November 15, 2016.

The Board President, Mr. Pellegrino, called the meeting to order at 6:03 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

Donna Bossone

Mark Furey (Belmar)

Thomas Pellegrino

Martin Burns

Erik Gardner (SLH) - absent

Alfred Sorino

Eugene Cattani

Heather Garrett-Muly

Tedd Vitale (Brielle)

Linda DiPalma

Joseph Loffredo

Colin Warren

Roll Call

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Doug Kovats, Board Attorney; Sandi Freeman, Recording Secretary; Christopher Driscoll and Maura Farragher, Student Board Representatives. Absent: Madison Dettlinger and Karly Grogan, Student Board Representatives.

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

4. Mission Statement

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

Mission Statement

5. Statement to the Public

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

Statement to the Public

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

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

Discussion: None

Roll Call Vote: Ayes (10); Nays (0); Abstain (1) Mr. Vitale; Absent (1) Mr. Gardner

MOTION CARRIED

Minutes

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of October 18, 2016. 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 turned the floor over to the Student Board Representatives for their report.

7. Student Board Representative Report

Chris Driscoll reported that the junior and senior Student Council representatives have continued to work at the snack stand at the home football games. The Student Council hosted a Halloween costume competition for the high school students. He provided details of the redesigned open house for 8th grade students and their parents. He said this program was a great success and provided the future high school students with an overview of what they have to look forward to as Manasquan High School students.

Maura Farragher continued with the Student Council report and said that homecoming preparations are in full swing with each grade level decorating the hallways in their chosen class theme. The Student Council will host spirit week leading up to the decorating program with a pep rally planned on the last day of school. The homecoming dance will be held this Friday and the Powder Puff game will be hosted on Sunday.

Mr. Pellegrino thanked the students for their reports.

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

Dr. Kasyan thanked the student representatives for their report and all the activities that the student council is actively engaged in during the school year.

Dr. Kasyan thanked the members of the audience for their attendance this evening. He complimented the board for starting the meeting with the opportunity to focus on student accomplishments. He explained the process involved in the selection of the students of the month.

8. Presentations

Dr. Kasyan introduced and congratulated the high school students of the month for October and presented each of them with a certificate and Wally Bucks.

- **High School Students of the Month for October** – Abigail McHugh, Senior – Brian Rogers, Junior – James Conte, Sophomore – Matthew Driscoll, Freshman

Dr. Kasyan congratulated the high school Teacher of the Month for October. Mr. Battaglia was attending the National Honors Society induction ceremony and could not be present this evening.

- **High School Teacher of the Month for October**– Paul Battaglia

Dr. Kasyan introduced and congratulated the elementary school student of the month for October and presented her with a certificate and Wall Bucks. Jillian said that it was a very hard marking period and with a lot of effort she made it through.

- **Elementary School Student of the Month for October** – Jillian Spalt

Dr. Kasyan introduced and congratulated the elementary school teacher of the month and presented her with a certificate of appreciation.

- **Elementary School Teacher of the Month for October** – Kimberly Ward

Dr. Kasyan introduced and congratulated the Elks elementary school student of the month for October and presented her with a certificate and Wally Bucks.

- **Elks Elementary School Student of the Month for October – Shelby Lopez**

Dr. Kasyan introduced and congratulated the high school Elks teenager of the Month for October and the Elks teenager of the month for September and presented them with certificates and Wally Bucks.

- **Elks Teenager of the Month for October – Jenna Stanley**
- **Elks Teenager of the Month for September – Abigail McHugh**

Dr. Kasyan recognized and congratulated the elementary school girls' and boys' cross country teams as division champions and presented them with certificates of achievement and Wally Bucks. A celebratory cake would also be served in honor of their accomplishment and success. Dr. Kasyan introduced and congratulated the team's coach, Matthew Schaad. Mr. Schaad thanked Dr. Kasyan, the board members, and the community members for coming out this evening. He also thanked Mr. Kirk, Mr. Russoniello and Ms. DeMattia for their assistance with the team. He thanked and congratulated the team members for their dedication and hard work that earned them an undefeated season, 1st in their division and 2nd overall at the championship meet. Ms. DeMattia thanked everyone and reported that the girls' team had an 8-0 season and said this was the first time the runners won this division. Dr. Kasyan asked for a short recess to serve the cake.

- **Elementary School Girls' Cross Country Team**
- **Elementary School Boys' Cross Country Team**

Dr. Kasyan introduced Mr. Jesse Place and Lisa Kukoda, to present the Future Ready NJ Grant Results and Digital Learning Assessments. Mr. Place provided a review of the grant and spoke on some of the accomplishments and goals reached that were totally funded through the grant. He showed a short video that was produced for the grant program. Ms. Kukoda provided some highlights of the results of the surveys that were required by the grant process. She said the jump in the survey results from April to September shows a lot about the positive direction of the program. Mr. Place thanked the board for the opportunity to provide an update on the grant program.

Dr. Kasyan commented that because of the board of education's vision to make this a reality we can talk about 98% of teachers and students saying that they use digital learning in the classroom every day. He complimented the board and the technology team for doing a great job.

- **Future Ready NJ Grant Results and Digital Learning Assessments – Presented by Jesse Place, Director of Technology and Human Resources and Lisa Kukoda, Technology Integration Coach**

Dr. Kasyan said he is very excited to be able to focus on the Academy of Public Safety this evening. He thanked Barbara Kerensky and Tim Clayton, for their efforts and diligence to get this accomplished. He turned the floor over to them for their presentation.

Ms. Kerensky provided an overview of the academy program. She said there would be a connection with a local university and local law enforcement agencies. She introduced Tim Clayton, who has been instrumental in assisting with structuring and organizing the program. She said his expertise has been invaluable in helping to hopefully get this off the ground next September. Mr. Clayton spoke on the academy and how he mapped out the program from his own expertise and experience. He said the program would follow the New Jersey State Police Training Commission's program on how they teach police officers. Mr. Clayton provided an overview of the various courses that are planned on being offered and in addition to police work what opportunities there will be for the students outside of police work. Mr. Clayton said the academy would also add the college component with a partnership with Georgian Court University that will offer college level courses. Mr. Clayton believes that this will be a very successful and well received program. Dr. Kasyan said this will also provide career pathways for the students.

Mr. Clayton addressed a question on the grade levels and said that the academy would be available to students starting in the 10th grade. Mrs. Kerensky said that the appeal of this academy is that it doesn't just target the high achievers but will be available to all students across the board for not only police work but other avenues in criminal justice. Dr. Kasyan agreed that this is a focus of the whole student body.

- **Academy of Public Safety Presentation – Presented by Barbara Kerensky, Director of Curriculum and Instruction and Timothy Clayton, School Safety Coordinator**

Mr. Pellegrino continued with the discussion items for the November 15, 2016 agenda. He turned the floor over to Dr. Kasyan.

9. Discussion Items for November 15, 2016 Agenda

- **Education, Curriculum & Technology**
 - Proposed Academy of Public Safety

Dr. Kasyan said there is a motion on the agenda to approve the proposed Academy of Public Safety to start in September. Once approved it will give the district the opportunity to reach out for trustees for the academy and to move forward with the agreement with Georgian Court University.

- HS Media Center Renovation

Dr. Kasyan referred to a sketch provided to the board on the proposed high school media center renovations along with policies relating to gifts, grants and donations (7230) and school and faculty names. He said that in addition to the renovations of the press box the endowment is also focused on upgrading with regards to technology in the media center. He said this plan is currently being looked at by the Director of Technology and is subject to approval by the state. Dr. Kasyan asked the board to review the two policies and although he does not believe there is a need for revisions, he would like it to be noted that they were reviewed in 2016 as we move forward with the endowment becoming more active and engaged in giving donations to the high school.

- **Personnel– To be Discussed in Executive Session- Agenda Items***
- **Policy– Agenda Items ***
 - 2017 Board Meeting Schedule*

Dr. Kasyan referred to the 2017 Board Meeting Schedule. Mrs. Coates said that the draft schedule was included in the Friday Packet and also included as Document H on tonight's agenda. She said that it is similar to the 2016 schedule with several combined C.O.W. and Regular Meetings along with other meetings conducted separately. Mrs. Garrett-Muly questioned the Reorganization meeting being held on a Wednesday. Mrs. Coates explained that this would give the office a full day back after the break to work on finalizing the organization agenda and this would be the only action taken at this meeting.

Dr. Kasyan referred to a job description for the Manager of Facilities and said that the position was posted and six resumes have been received for this position. He said that the job description has been modified and asked if there were any questions on the revisions. There were no questions from the board.

Mr. Pellegrino referred to the individuals listed in the ad hoc finance committee and said that if there were no objections he would continue with the committee as noted below. He asked to be contacted should someone not be able to participate and he would then ask for a volunteer to fill the vacancy.

- **Finance– Agenda Items ***

Ad Hoc Finance Committee Members:

Donna Bossone	Tedd Vitale
Gene Cattani	Tom Pellegrino
Heather Garrett-Muly	

Presentations
(continued)

C.O.W.
Discussion
Items

○ 2017-2018 Budget Process

Mrs. Coates gave an update on the 2017-2018 budget process. She reported that the budget plan of action is on schedule. The budget rollout meeting was held with the administration on Friday, November 4th. The individual budgets will be submitted to Dr. Kasyan and herself on December 23rd. The sending districts will be contacted during the month of December and asked to provide their estimated student count for the 2017-2018 school year. The board Finance Committee will start meeting in late January or early February.

○ 2015-2016 Audit

Mrs. Coates gave an update on the 2015-2016 Audit. The draft audit has been received and is under review. Once the final copy is received it will be sent out to the board members electronically. The audit will be submitted to the state by the statutory deadline of December 5th. The auditor has been invited to present at the December 20th board meeting at which time the board will be asked to accept the audit.

○ Banking Request for Proposals*

Mrs. Coates said that in preparation for the January reorganization meeting the district will be releasing a Banking Request for Proposals. The motion to approve the RFP is reflected in Document L of tonight's agenda.

Mr. Furey asked if the administrators were asked to come in with the same budget as they did last year or are they getting an increase in the budget. Mrs. Coates said that each department is given a budget allocation number and this year that number is flat to the current year. She said that the administrators also are given three sheets and one will address any proposed new staff hiring, the second one is for new programs and initiatives and the third one is for any projects that they feel need to be addressed within their department. These three sheets may be submitted and are above and beyond their allocation number. All budget submittals are then reviewed informally with the administration during the month of January.

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

○ Comprehensive Maintenance Plan Report, M-1 and Facilities Checklist*

Mrs. Coates referred to Document I – the Comprehensive Maintenance Plan, M-1 and Facilities Checklists that are required state submittals on the agenda for board approval this evening. These reports are coupled with the QSAC and Statement of Assurance documents.

Mrs. Coates referred to an email she received from the PowerSave advisor regarding a program that New Jersey Natural Gas is running through Facebook that involves "liking" a photo of the Energy Saving Hog that will result in New Jersey Natural Gas donating \$1.00 to the Monmouth-Ocean Counties Food Bank for each "like" posted on the Facebook page.

Dr. Kasyan continued with the Superintendent's Report. He read the Future Ready Schools District pledge and asked the board for their approval of the pledge this evening. He asked Mr. Place to put the resolution on the front page of the website along with the video shown this evening.

10. Superintendent's Report & Information Items

Recommend approval of the following Future Ready Schools District pledge developed by the U.S. Department of Education:

I, Dr. Frank Kasyan, Superintendent of the Manasquan School District, do hereby affirm the commitment of this district to work with students, educators, families, and members of our community to become Future Ready by engaging in a wide range of activities such as:

Fostering and Leading a Culture of Digital Learning Within Our Schools.

Future Ready Schools district leadership teams work collaboratively to transform teaching and learning using the power of technology to help drive continuous improvement. We

C.O.W.
Discussion
Items
(continued)

Superintendent
Report &
Information
Items

Future Ready
School District
pledge

work together to protect student privacy and to teach students to become responsible, engaged, and contributing digital citizens.

Helping Schools and Families Transition to High-speed Connectivity.

Future Ready Schools districts conduct comprehensive diagnostic assessments of the district's technology infrastructure and develop a sustainable plan to ensure broadband classroom connectivity and wireless access. Future Ready Schools districts work with community partners to leverage local, state, and federal resources to support home Internet access outside of traditional school hours.

Empowering Educators through Professional Learning Opportunities.

Future Ready Schools districts strive to provide everyone with access to personalized learning opportunities and instructional experts that give teachers and leaders the individual support they need, when they need it. Future Ready Schools districts provide tools to help teachers effectively leverage learning data to make better instructional decisions.

Accelerating Progress Toward Universal Access for All Students to Quality Devices.

Future Ready Schools districts work with necessary stakeholders to ensure that all students and educators across the district have regular access to devices for learning. Future Ready Schools districts develop tools to support a robust infrastructure for managing and optimizing safe and effective use of technology, so students have opportunities to be active learners, creating and sharing content, not just consuming it.

Providing Access to Quality Digital Content.

Future Ready Schools districts align, curate, create, and consistently improve digital materials and apps used in the support of learning. Future Ready Schools districts use carefully selected high quality digital content that is aligned to college and career ready standards as an essential part of daily teaching and learning. Teachers are able to share, discover, and adapt openly-licensed materials and teaching plans.

Offering Digital Tools to Help Students And Families #ReachHigher.

Future Ready Schools districts make digital resources available that help access expanded college, career, and citizenship opportunities. Future Ready Schools districts promote ways to leverage technology to expand equity through digital activities such as completion of the FAFSA online, virtual counseling services, college scholarship search tools, and online advising access, all of which help to return America to the nation in the world with the highest college completion rate by 2020.

Mentoring Other Districts and Helping Them Transition to Digital Learning.

Future Ready Schools districts work to design, implement, and share their technology plans. Future Ready Schools districts join regional summits, participate in an online Connected Superintendents community of practice, and publish their Future Ready Schools technology plan at a site such as www.MyDistrict.org/FutureReady.

- Enrollment– **Document A**

Dr. Kasyan reported a district enrollment as of October 31, 2016 of 946 students in the high school and 632 students in the elementary school for a total district enrollment of 1578, as specified in Document A.

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

Dr. Kasyan presented the attendance comparisons for the high school and elementary school. He reported on the fire drills, lock down drills and evacuation drills conducted at the high school and elementary school, as specified in Document B. Dr. Kasyan said the Chief of Police requested the

*Superintendent
Report &
Information
Items
(Continued)*

*Future Ready
School District
pledge*

*Enrollment
Document A*

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

utilization of the high school building during January from 4:00 p.m. to 12:00 p.m. to conduct an active shooter drill. All use of the facility on that night will be cancelled.

Dr. Kasyan referred to a letter sent out to her by a Monmouth County superintendent to her community that focused on election results and fear for the students with those results. Dr. Kasyan said that he did not take any steps like this because the Manasquan staff handled the election process in a very positive manner focusing on what is happening in America in a very educational way. He didn't feel any fear exists here in Manasquan.

- **HIB New Jersey Department of Education School Self-Assessment Report - Document C**

Dr. Kasyan reported on the Manasquan School District's HIB report as of November 15, 2016, as specified in Document C.

Mrs. Garrett-Muly asked if there was a policy in place for protecting the students who accuse someone of a HIB event. Dr. Kasyan said that teachers and the counselors are made aware of the accusation and safeguards are in place.

Dr. Kasyan concluded his report.

Mr. Pellegrino asked for a motion to approve and accept Dr. Kasyan's report.

Motion was made by Mrs. Garrett-Muly, seconded by Mr. Warren, to approve and accept the Superintendent's Report.

Discussion: None

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

MOTION CARRIED

Recommend approval and acceptance of the Superintendent's Report.

Mr. Pellegrino opened the Public Forum on Agenda Items. Seeing no members of the public present he closed the 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 moved on to the Manasquan General Items and asked for a motion to approve Items #12 through #30.

Motion was made by Mrs. Bossone, seconded by Mrs. Garrett-Muly, to approve Manasquan General Items #12 through #30.

Discussion: Mrs. Garrett-Muly referred to the transportation costs on Item 30 and questioned the almost \$18,000 cost for transportation to the Allenwood School. Mrs. Coates pointed out that some

Superintendent
Report &
Information
Items
(continued)

HIB Report
Document C

Acceptance of
Superintendent
Report

Public Forum
on Agenda
Items

Manasquan
General Items
#12 - #30

routes may be shared with other districts that would reduce the per district cost. Mrs. Coates will provide a more detailed route cost report for the board.

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

MOTION CARRIED

MANASQUAN

General Items

12. Secretary's Report

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

The Business Administrator/Board Secretary certifies that as of **October 31, 2016** 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 **\$2,692,111.50** 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 **October 31, 2016** 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, 2016** per **Document D.** (The Treasurer of School Moneys Report for the month of **October 2016** 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, 2016** 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 **2016-2017 budgets for October and November** as recommended by the Superintendent of Schools, as per **Document D.**

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **October 31, 2016** as per **Document E.**

Purchase Orders for the month of **November 2016** be approved, as per **Document F.**

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

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,412,494.81** for the month of **November 2016** be approved. Records of checks (**#39274** through **#39350**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **October 2016** at **\$2,255,166.81** and checks (**#39090** through **#39273**).

Manasquan
General Items
#12 - #30
(continued)

Financial
Reports

Secretary's
Certification

District Taxes

Acceptance of
Secretary's
Certification

Secretary's
Financial &
Investment
Report
Document D

Budget
Certification
Document D

E.S. Central
Fund Report
Document E

Purchase
Orders
Document F

Cafeteria
Report
Document G

Bills

Confirmation
of Bills

13. **Recommend** approval of the 2017 Board of Education meeting dates as per **Document H.**
14. **Recommend** approval of the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists, as per **Document I.**
15. **Recommend** approval of the Resolution providing for a Special School District Election to be held on January 24, 2017 for consideration of a bond proposal by the legally qualified voters of the Manasquan school district, as per **Document J,** with poll hours of 12:00 p.m. to 8:00 p.m.
16. **Recommend** acceptance of the Preliminary Eligible Cost Letter from the State of New Jersey Department of Education for State Project No. 2930-060-17-1000 – Manasquan Elementary School, as per **Document K.**
17. **Recommend** approval to solicit Request for Proposals for Banking Services, as per **Document L.**
18. **Recommend** approval to rescind the placement of Student ID #171908 at Class Academy, at the pro-rated tuition rate of \$5,920.00 previously approved on October 18, 2016.
19. **Recommend** approval of Change Order #1 from SLS Construction LLC, providing a 45 day extension to the contract time and no contract amount change to the district.
20. **Recommend** approval of the Superintendent's 2016-2017 Quantitative Merit Goal focused on the establishment of an Instructional Council.
21. **Recommend** approval of the creation of Central Fund account for the following:
 - Elementary School Health and Wellness
22. **Recommend** approval of the following student teacher placement for the Spring 2017 Semester:
 - Sarah Jane King Georgian Court University Grade 4 ICR (Snel)
January 30, 2017 through May 12, 2017
23. **Recommend** approval of Lingwei Chiou to provide services in Mandarin translation for parent IEP meetings, for student #313172 at a rate of \$60.00 per hour for ten (10) hours, not to exceed \$600.00.
24. **Recommend** approval of Michelle Havens, BCBA Therapist, to provide services 1 hour per week, 4 hours per month at an hourly rate of \$125.00 during September 2016 through December 2016, not to exceed \$2,000.00.
25. **Recommend** approval of Dr. Worth, Psychiatrist, to conduct Psychiatric Evaluation at a rate of \$500.00 for elementary school student #222153 as part of a Child Study Team Evaluation.
26. **Recommend** approval of the acceptance of the following Power Save grant award Mid-Year stipend check, in the amount of \$500 and End-of-Year Stipend check, in the amount of \$500, to be distributed to the following Power Save Advisor, as required program benchmarks are achieved.
 - Carrie Eastmond

2017 BOE
Meeting
Schedule
Document H

CMP/ M-1
Document I

Special School
Election
Document J

PEC Letter
MES
Document K

RFP – Banking
Services
Document L

OOD
Placement
Rescinded

Change Order
1 – SLS
Construction

Supt. Merit
Goal – Inst.
Council

E.S. Central
Fund Account

E.S. Student
Teacher
Placement

Mandarin
Translation
Services

M. Havens,
BCBA Therapist

Dr. Worth,
Psychiatric
Evaluation

Power Save
Grant Award

Professional Days

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

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
December 1, 2016	Jill Wells	Belmar	OT Collaboration Meeting	No	None
December 14, 2016	Kindle Kuriscak Desiree Faul Teresa Reichy Jaimee McMullen	Sea Girt School	Writing Workshop	Yes-3	Title II Grant Funded

*E.S.
Professional
Days*

Student Action**Field Trips**

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

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
June 2, 2017	Eric Clark Marie Lauffer TBD	Band/Chorus	Allentown, PA	Music Festival	Yes-9	2 Buses \$1395 each	Student Funds
May 22-23, 2017	Richard Kirk Kirt Wahl Laura Wahl Andrea Trischitta Michele McNelis Brian McCann Andrew Manser Elizabeth Walling Jennifer Sponzo Gina Melillo	Grade 8	Valley Forge Amish Country	Tour Historical Locations	Yes-10	2 Buses \$2450 each	Grade 8 Central Fund
May 23, 2017	Catherine Taft Desiree Faul Brianna Snel Linda Bradley Kristen Minutoli 1 Nurse - TBD	Grade 4	Trenton	Tour of Government Buildings and Historical Sights	Yes - 1	None	Student Funds
March 1, 2017	Kristine Sliwoski Lauren Gawron Kate Marvel Cheryl Femenella Jessica Woytowicz 1 Nurse - TBD	Grade 3	Liberty Science Center	Science Experience	Yes - 1	None	Student Funds
March 20, 2017	Donna Mead Lauren Buss Michele Sayre Heather Saake 1 Nurse - TBD	Grade 2	Algonquin Theater	Language Arts Related Show	Yes - 1	None	Student Funds
May 2017 To Be Determined	Catherine Taft	Grade 4	Brielle Elementary School	4 th Grade Spelling Bee	Yes-1	None	None
December 16, 2016	Catherine Taft Desiree Faul Brianna Snel Linda Bradley Kristen Minutoli 1 Nurse - TBD	Grade 4	Algonquin Theater	Visual Performing Arts Performance	Yes - 1	None	Student Funds

E.S. Field Trips

June 2017 To Be Determined	Catherine Taft Kristen Minutoli Brianna Snel	Grade 4 Social Studies	Bailey Reed House	Manasquan History	Yes-1	None	None
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E.S. Field Trips
(continued)

Placement of Students on Home Instruction

29. **Recommend** that the following student(s) be placed on home instruction, as recommended by the Child Study Team:
#21104 Grade 8 November 7, 2016 – To Be Determined (Medical)

E.S. Home
Instruction

Placement of Students Out of District

30. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2016-2017 school year, as per **Document M.**

Out of District
Placements
Document M

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Items #31 through #47.

Manasquan/
Sending
District Items
#31 - #47

Motion was made by Mr. Cattani, seconded by Mrs. Bossone, to approve Manasquan/Sending District Items #31 through #47.

Discussion: Mr. Pellegrino referred to Item #32 – Document 2 and asked if the 5% retainage is a standard amount. Mr. Kovats explained that it is a sliding percentage depending on the value of the contract and generally it is in the amount of 5% of the completed work. He said that according to statute this amount may be changed as you get down to the bottom cost of the contract. Mrs. DiPalma said that 10% is usually a standard. Mr. Kovacs will provide a copy of the statute for the board.

Mrs. Coates explained that this is a revised pay application #1. She requested that the pay application originally set at 75% be reduced to 50% based on where we are in the administration portion of the contract and the contractor readily revised this amount. She said that each pay application is reviewed by the board attorney prior to payment.

Mr. Kovats provided an explanation of the information provided on the pay application with relation to the retainage and tracking of work completed on the project. Mr. Kovats addressed Mrs. DiPalma's question on the payment and performance bond and said it is required in the contract by statute as with the insurance naming the district as a named insured.

Mr. Warren referred to Item #44 and commented that the hotel cost for Mr. Read's travel to Florida seemed high. Dr. Kasyan said it was his requirement that an administrator attend all out of state trips. It was determined that the hotel was in Disney World and this amount includes the hotel and park costs.

Mrs. Coates addressed a question on budget line items for travel and said that most departmental budgets have a line item for workshops, travel and mileage.

*Roll Call Vote: Ayes (11); Nays (0); Abstain (*1) Mrs. Garrett-Muly on #44 Richard Read only; Absent (1) Mr. Gardner*

MOTION CARRIED

MANASQUAN/SENDING DISTRICTS

General Items

31. **Recommend** acceptance of the Preliminary Eligible Cost Letter from the State of New Jersey Department of Education for State Project No. 2930-050-17-1000 – Manasquan High School, as per **Document 1.**
32. **Recommend** approval of Change Order #2 from SLS Construction LLC, providing a 61 day extension to the contract time and deleting door type H1 in the Manasquan High School 2016 New Security Vestibule and a credit amount to the district of \$9,326.00.

PEC Letter
MHS
Document 1

Change Order
#2 – SLS
Construction

33. **Recommend** approval of the Payment Application #001R from SLS Construction LLC, in the amount of \$27,550.00, for the 2016 Exterior Window Replacement at Manasquan Elementary School and New Security Vestibule at Manasquan Elementary School and Manasquan High School, as per **Document 2**.

*Payment
Application
#001R
SLS
Construction
Document 2*

34. **Recommend** approval of an emergency contract with Central Boiler Repair Company, in the amount of \$10,250, to inspect, repair and test the high school boiler.

*Emergency
Boiler Repair*

35. **Recommend** approval of the acceptance of the Power Save grant award stipend checks, in the amounts listed below, to be distributed to the following Power Save Advisors, as required program benchmarks are achieved.

*Power Save
Grant Award*

Mid-Year Stipend of \$500

Amy Edwards \$166.67
Tom Glenn \$166.67
Eric Wasnesky \$166.66

End-of-Year Stipend of \$500

Amy Edwards \$166.67
Tom Glenn \$166.67
Eric Wasnesky \$166.66

36. **Recommend** approval to authorize the School Business Administrator to issue a purchase order to Natural Green Lawn Care, for remediation and replacement of 400 square feet of sod on the Manasquan High School Athletic Field, in the amount of \$2,825, Consortium #ESCNJ 16/17-23.

*Natural Green
Lawn Care –
MHS Athletic
Field work*

37. **Recommend** approval of the acceptance of a parent-paid tuition student (#3820409075), in the 10th grade at Manasquan High School, effective November 14, 2016, at the pro-rated annual tuition rate of \$10,273.50.

*H.S. Parent
Paid Tuition
Student*

38. **Recommend** approval to amend the NCLB SY17 Grant account for carryover funds in the amount of \$22.00 for Title IA for basic skills supplies, and \$21,970 for Title IIA for educational consultants.

*NCLB SY17
Grant
Carryover
Funds*

39. **Recommend** acceptance of a donation in the amount of \$5,000 from a source wishing to remain anonymous, to be used towards the purchase of equipment and/or uniforms for the Manasquan High School boys' and girls' track teams.

*Donation for
H.S. track
teams*

40. **Recommend** acceptance of a donation of time, services and materials provided by Mr. David Zupko of Ideal Tile Fabrications, to install a new solid surface counter top in the athletic trainer's office.

*Donation –
Counter Top
for trainer's
office*

41. **Recommend** approval of the following revised job descriptions, as per **Document 3** :

- Manager of Educational Facilities

*Job Description
Manager of
Educ. Facilities
Document 3*

42. **Recommend** approval of the following student teacher placements for the Spring Semester:

- William Carlson Farleigh Dickinson University Social Studies (Lobosco)
January 23, 2017 through May 5, 2017
- Carlyann Eggie Georgian Court University English (Heeter)
January 30, 2017 through May 12, 2017

*H.S. Student
Teachers*

43. **Recommend** approval of the Academy of Public Safety to begin September 2017.

*Academy of
Public Safety*

Professional Days

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

H.S.
Professional
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
December 26-30, 2016	Richard Read	Florida	Administrative Supervision – Basketball Tournament	No	Air Travel - \$574.00 Hotel - \$2328.00 Meals/Incidentals - \$265.50
January 7-11, 2016	Richard Read	Texas	Cenergistic National Training Conference	No	Mileage - \$50.66 Tolls - \$15.00 Parking - \$60.00 Seat - \$60.00 Meals - \$265.50 Luggage - \$110.00
December 2, 2016	Jason Bryant	Princeton University	Council Workshop for History Education	Yes	Registration - \$80.00
December 7, 2016	Donald Bramley	Monroe Township	NJPSA NCLB Workshop	No	Mileage - \$17.17
December 2, 2016	James Fagen	Princeton	NJCHE History Conference	Yes	Mileage - \$14.25 Registration - \$80.00
November 16, 2016	Jesse Place Frank Scott James Egan Kyle Froehlich	Iselin	NJ Technology Meeting	No	Mileage - \$24.49 each Tolls - \$4.00 each
December 1, 2016	Jesse Place Frank Scott James Egan Kyle Froehlich	Iselin	Cisco VOIP Demonstration	No	Mileage - \$24.49 each Tolls - \$4.00 each

Student Action
Field Trips

H.S. Field Trips

45. 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 12, 2016	Jill Santucci Leigh Busco Lauren Duggan	Peer Leaders	First Presbyterian Church - Manasquan	Peer Leaders Teaching Lessons	Yes-1	None	None
December 7, 2016	Allyson Griffith Barbara Kerensky Dina Elms	Grades 11/12 Spanish	Museum of Modern Art & United Nations	Correlation to Class Lessons	Yes-1	None	Student Funds
December 7, 2016	Claire Kozic Amy Edwards Eric Wasnesky	Academy of Health Careers and Academy of Engineering	Rutgers SEBS	School of Biological Sciences Tour	Yes-3	Bus - \$300.00	None
March 13, 14, 2017	James Fagen To Be Determined	History	St. Peter's University	Model UN Conference Participation	Yes-2	Bus - \$700.00	None
November 18, 2016	Paul Battaglia Ryan Basaman	Squan-a-thon Committee	Hovnanian Children's Hospital	Exploration of Community Needs	Yes-2	Bus - \$300.00	None

December 6, 2016	Pamela Puryear Margaret Polak Brian Rostron Donya Manovill	Special Education Grades 9-12	Liberty Science Center	Hands On Science Experience	Yes-3	Bus - \$400.00	None
February 6, 2017 (Date Revised) November 14, 2016 December 5, 2016	John Driscoll Linda Hoeler	Grade 9	Monmouth University	Financial Literacy Seminars	Yes – 2 each trip	1 bus each trip - \$300.00 each	None

H.S. Field Trips

Placement of Students on Home Instruction

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

#202968	Grade 9	October 17, 2016 – January 20, 2017 (Medical)
#182261	Grade 11	October 10, 2016 – January 20, 2017 (Medical)
#2111	Grade 12	October 19, 2016 - January 20, 2017 (Medical)
#192605	Grade 10	November 3, 2016 - To Be Determined (Medical)
#192796	Grade 10	November 9, 2016 - January 20, 2017 (Medical)

H.S. Home Instruction

Financials

- 47. Recommend** acceptance of the following **High School Central Funds Report** for the month ending **October 31, 2016** as per **Document 4**.

H.S. Central Funds Report Document 4

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

48. Old Business/New Business

New Business

Under Old Business – Mrs. Garrett-Muly asked if replacement devices were provided to the students when a device was in for repair. Mr. Place said that a replacement device would be provided to the student if the repair could not be addressed in one day. This year he did experience a few issues with parts availability from the manufacturer that caused a delay with some repairs.

Old Business

Mr. Pellegrino opened the second public forum.

49. Public Forum

Public Forum

Mr. Pellegrino closed the public forum seeing no comments from the public.

Mr. Pellegrino asked for a motion to enter executive session and read the following resolution.

Motion was made by Mr. Loffredo, seconded by Mrs. Bossone, and approved by voice vote of all those present in favor enter into executive session at 7:48 p.m. **MOTION CARRIED**

50. 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 forty-five (45) 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
- X 4. Collective Bargaining (MEA Side Bar Agreement)
- ___ 5. Acquisition of Real Property or Investment of Fund
- ___ 6. Public Safety Procedures
- ___ 7. Litigation or Contract Matters or Att./Client Privilege
- X 8. Personnel Matters (Hiring, Resignation, Leave of Absence)
- ___ 9. Imposition of Penalties Upon an Individual

Executive
Session
(continue)

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 was made by Mr. Loffredo, seconded by Mr. Burns, and approved by voice vote of all those present in favor to reconvene the meeting at 8:08 p.m. MOTION CARRIED

Motion to
Reconvene

Mr. Pellegrino asked for a motion to approve Manasquan Item #51.

Motion was made by Mrs. Garrett-Muly, seconded by Mrs. DiPalma, to approve Manasquan Item #51 – Elementary School Personnel, as specified in Document N.

Discussion: None

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

MOTION CARRIED

E.S. Personnel
Document N

MANASQUAN

Personnel

51. Recommend approval of the Elementary School personnel as per **Document N.**

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #52.

Motion was made by Mr. Vitale, seconded by Mr. Burns, to approve Manasquan/Sending District Item #52 – High School Personnel, as specified in Document 5.

Discussion: None

Roll Call Vote: Ayes (11); Nays (0); Abstain (0); Absent (1) Mr. Gardner MOTION CARRIED

H.S. Personnel
Document 5

MANASQUAN/SENDING DISTRICTS

Personnel

52. Recommend approval of the High School personnel as per **Document 5.**

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #53.

Motion was made by Mr. Sorino, seconded by Mr. Cattani, to approve Manasquan/Sending District Item #53, as specified in Document 6.

Discussion: None

Roll Call Vote: Ayes (11); Nays (0); Abstain (0); Absent (1) Mr. Gardner MOTION CARRIED

MEA Sidebar
Agreement
Document 6

53. Recommend approval of the sidebar agreement between the Manasquan Education Association and the Board of Education, as per **Document 6.**

Mr. Pellegrino asked for a motion to adjourn.

MINUTES – November 15, 2016

Motion was made by Mrs. DiPalma, seconded by Mrs. Garrett-Muly, and approved by voice vote of all those present to adjourn the meeting at 8:11 p.m.

54. Adjournment

Motion to Adjourn

Mr. Pellegrino closed the meeting with "Go Squan – Beat Wall."

Respectfully submitted,



*Lynn Coates
Board Secretary*

Adjournment