

**BOARD OF EDUCATION**  
Borough of Manasquan

*The Committee of the Whole Meeting of the Manasquan Board of Education was held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, October 14, 2014. Action was taken at this meeting.*

*The President, Mr. Pellegrino, called the meeting to order at 6:00 p.m. and read the Opening Statement.*

**1. Call to Order**

Opening Statement: Pursuant to N.J.S.A. 10:4-10, notice of this meeting has been provided by publication in the Asbury Park Press, the Coast Star and posted in the Borough Hall of Manasquan and in the schools within the time limits prescribed by law.

Call to Order

*Mr. Pellegrino requested that everyone join in the Pledge of Allegiance.*

**2. Pledge of Allegiance**

Pledge of Allegiance

**3. Roll Call**

Roll Call

<i>Donna Bossone</i>	<i>Mark Furey (Belmar)</i>	<i>Alfred Sorino</i>
<i>Jack Campbell - arrived 6:35</i>	<i>Erik Gardner (SLH)</i>	<i>Tedd Vitale (Brielle) - absent</i>
<i>Kenneth Clayton</i>	<i>Heather Garrett-Muly</i>	<i>James Walsh</i>
<i>Linda DiPalma – arrived 6:10</i>	<i>Thomas Pellegrino</i>	<i>Patricia Walsh</i>

*Also Present: Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Michael Gross, Board Attorney; Sandi Freeman, Recording Secretary.*

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

**4. Mission Statement**

Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

**5. Statement to the Public**

Statement to The Public

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

**6. NJSBA – Goal Setting Session – Kathy Winecoff**

NJSBA Board  
Retreat /  
Workshop

*Mr. Pellegrino introduced Ms. Kathy Winecoff, from New Jersey School Boards Association. Ms. Winecoff presented the Board Self-Evaluation and Goal Setting Workshop. Attached is a copy of Ms. Winecoff's memo from the workshop.*

*Ms. Winecoff said that mandated board training for next year can be taken this year at the October workshop.*

*Mr. Pellegrino thanked Ms. Winecoff for her assistance with the workshop.*

*The Board took a brief recess after the workshop.*

*Mr. Pellegrino reopened the Committee of the Whole Meeting at 7:25 p.m. and asked for Roll Call.*

*Donna Bossone  
Jack Campbell  
Kenneth Clayton  
Linda DiPalma*

*Mark Furey (Belmar)  
Erik Gardner (SLH)  
Heather Garrett-Muly  
Thomas Pellegrino*

*Alfred Sorino  
Tedd Vitale (Brielle) - absent  
James Walsh  
Patricia Walsh*

*Also Present: Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Michael Gross, Board Attorney; Sandi Freeman, Recording Secretary.*

*Mr. Pellegrino referred to the acceptance of minutes that would take place at the Regular Public Meeting on October 21, 2014.*

#### **7. Acceptance of Minutes**

Recommend approval and acceptance of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of Tuesday, September 23, 2014. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exists.

*Mr. Pellegrino welcomed Mr. Edwards, from Edwards Engineering, who presented a draft schematic plan for the athletic fields. Mr. Pellegrino said that this is the first draft schematic plan that takes into consideration concepts of past plans, input from coaches and plans and ideas from members of the public. He said that this is a conceptual plan and the first presentation of what will be a part of a continuing process. He said that after the presentation questions would be addressed from the Board and the public.*

*Dr. Kasyan referred to the binder given to the Board this evening that contains strategic planning material, the 60-day plan summation along with a printout of the conceptual plan for the fields.*

#### **8. Presentations**

- William Edwards, Edwards Engineering – Draft Schematic Plan of Athletic Fields

*Mr. Edwards presented a first draft of the sports complex upgrades for the high school and elementary school. He said that his purpose tonight was to brief the full board on the first draft of the schematic plan for the athletic facilities upgrades and to provide general project information and obtain Board and public feedback. He provided a PowerPoint presentation that exhibited the existing athletic fields and the proposed draft schematic plan.*

*Mr. Pellegrino asked for questions from the Board.*

*Ms. Bossone asked if the new bleachers have handrails in the middle and end of the benches. Mr. Edwards replied that they have handrails and are enclosed for safety. She asked if a copy of the PowerPoint could be made available for the Board.*

*Mrs. Walsh asked if there were any plans for a soccer field on the elementary school side. Mr. Edwards said that it would be in the outfield area and part of the sodded area. She asked if the*

NJSBA Board  
Retreat /  
Workshop

Reconvened  
C.O.W.  
Meeting

Roll Call

Presentation  
Edwards  
Engineering

Draft  
Schematic Plan  
of Athletic  
Fields

Questions from  
the Board of  
Education

*lower field on the high school side adjacent to Max Pond was in the flood plain. Mr. Edwards said that a portion of this area is and the plan shows retaining walls in this area. He explained how the field elevation would be configured in this area.*

*Mr. Walsh commented that this is a terrific plan and allows for many of the teams to remain on campus.*

*Mr. Sorino asked for specifics on the lighting. Mr. Edwards said the Musco Green Lighting System is being proposed for the complex and explained the benefits of the system and the ability to set different light levels depending upon the activity. Mr. Edwards addressed Mr. Sorino's questions on the reconfiguring of the high school ball fields and the addition of ball catcher netting.*

*Mr. Edwards addressed a question on the difference between an all-weather track and a cross-country track. He said that the all-weather track is a rubberized track and the cross-country track could be cinders and would not affect baseball play.*

*Mr. Edwards answered in the affirmative when asked by Mrs. Walsh if the new bleachers would not encroach on the wetlands or buffer area and said that a retaining wall would not be required in this area.*

*Mr. Pellegrino pointed out that this plan also increases the seating capacity.*

*Mrs. DiPalma asked the dimensions of the all-weather practice area. Mr. Edwards said that the inside area is in 130 x 125 range that could be used for football drills. He said that if needed the artificial turf multi-purpose field could also be used for football practice. Mr. Edwards addressed her question on how drainage issues would be addressed without the retaining wall and explained that the retaining wall did not address drainage issues but was to provide a plateau to build a track around the proposed football field. He explained that there are obligations that must be met to be in compliance with the state's Stillwater Management Regulations and the evaluation process that must be addressed by law by his company.*

*Mr. Edwards addressed Mr. Campbell's question on the dimensions of the tennis courts and concerns with the Javelin area. Mr. Campbell asked how the water runoff would be addressed especially with the expiration of the permits. Mr. Edwards said that the existing permits do not address any runoff issues and that runoff will be addressed with a drainage system.*

*Mr. Clayton asked if there was an estimated timeframe for the project. Mr. Edwards said that approximately five to six months if undertaken as one program.*

*Mrs. Garrett-Muly asked if the tree lined area on the elementary school site was district owned property and if so could this be cleared out. Mr. Edwards said this could be a possibility depending on whether it is located in a riparian zone which would make it a protected area.*

*Ms. Bossone asked if there was any fencing or netting by the tennis courts. Mr. Edwards said that the neighboring properties would be taken into consideration and appropriate fencing/screening would be installed to serve as a buffer.*

*Mr. Edwards addressed a question asked on parking and said that there may be a few more spaces added to the existing parking spaces. He said that the new storage building could also house a concession stand and ticket booth.*

*Mrs. DiPalma asked if the lighting would just be on the football field. Mr. Edwards said that the plan was for all fields to have lighting. He explained how the cut-off with the Musco Systems works in limiting the lighting to just the fields.*

*Dr. Kasyan said that he would like the lights to be off by 9:00 p.m.*

*There were no additional questions from the Board. Mr. Pellegrino opened the floor to questions by the public on the proposed schematic field plan.*

*Michelle LaSala, 44 Parker Avenue, Manasquan – Mrs. LaSala thanked the Board of Education, the administration and the Edwards Group for a comprehensive plan. She asked if the schematic drawing could be put on the website. Mr. Edwards addressed her question on the need for any DEP permits and said that there will be a requirement for some permits. He spoke on the application process and the possible areas that may require permits. Mrs. LaSala spoke on past concerns with people walking on the turf and asked if this is a legitimate concern. Mr. Edwards said that damage from trash and garbage spills is a concern, but people walking on the turf will not cause damage. He said that dedicated walkways will be factored into the plan. Mrs. LaSala asked if there is any thought for community and coaches input.*

*Mr. Pellegrino said that it is planned to meet with the coaches as soon as possible.*

*Dr. Kasyan said that there has been a lack of a plan of action and he asked the Board to allow him to develop an action plan for the field with input from the coaches and a 3-month timeframe for input from the community. He said that he hesitates putting the schematic on the website because it is very preliminary but if the Board agrees to do this he would in an effort to be as transparent as possible.*

*Mrs. LaSala expressed her gratitude and complimented the process being taken with this plan. She also thanked Mr. Edwards for addressing the fact that the retaining wall project did not have anything to do with the flooding issues.*

*Mayor Dempsey asked for confirmation that the football field runs north to south. Mr. Edwards said that ideally he would design it north/south but in this case it would not fit and the field would have to be north/northwest. Mayor Dempsey said that the people in the stands would be looking into the sun and this makes it very difficult to film a game from the press box. Mayor Dempsey asked where the soccer, football and field hockey teams would practice and if the army camp would still be used for practice. Mr. Pellegrino said this plan would not eliminate the use of the army camp but an attempt is being made to bring as many teams back to the campus.*

*Marilyn Jacobson, 59 McLean Avenue, Manasquan – Mrs. Jacobson thanked the Board for moving forward with a new plan. She complimented them on using the available space and not trying to create something that we do not have. She feels that the 5 to 6 month timeframe is staggering and that the financial plan is equally as important as the schematic and design plan. She hopes that the project would be done in phases to help with financing and that there would be some assistance financially from the sending districts and through fund raising. She spoke on the life expectancy of around ten years for the turf and consideration that must be given for the replacement cost for the carpet of approximately \$500,000 that over a ten year period would amount to \$50,000 a year.*

*Julia Barnes, Woodland Avenue, Brielle – Mrs. Barnes commented that this is the fourth engineer involved in planning improvements to the athletic facilities and significant cost has been expended with each plan. She said that the overall plan is to bring as many athletes back to the campus for competition and safety. She had concerns with the track because it is not a full track and would only service three track and field events. She said that the two largest participating sports at Manasquan are track and field, which is a three season sport, and lacrosse. She said that this seems very close to one of the first plans that came in about \$5.5 million with everything being turfed. She spoke on the conflicts with different sports playing at the same time and she has concerns with the numbers. Mrs. Barnes said that the district is already \$1 million into the plan with previous architects and permits. She is concerned that a fourth plan that is on the table is more costly and could get shot down in referendum. She asked if this plan is going to be more cost*

Questions from  
the Public

Draft  
Schematic Plan  
of Athletic  
Fields  
(continued)

*effective and accommodate more or less students. She asked if it goes down will the sending districts get back money that is sitting in reserves.*

*Carl Straub, 27 Willow Way, Manasquan – Mr. Straub said that he shares a property line with the school and has concerns with flooding. He referred to a prior plan by Birdsall that included several holding tanks underneath the turf field along with a 24" pipe that merged with the stream and asked if this was not necessary with this plan. He asked if clarification could be provided on the plan for handling the storm water runoff. Mr. Straub asked if the bleacher placement would eliminate the driveway that is used to gain access to the maintenance garage. Mr. Edwards explained that they plan on not altering the terrain in this area and would possibly provide for storage space underneath the bleachers. Mr. Straub asked for the opportunity to have as much feedback from the public as possible.*

*Jen Forcillo, 45 Marcellus Avenue, Manasquan – 10<sup>th</sup> grade student – Ms. Forcillo asked how the construction of the new fields would affect the sports seasons. Dr. Kasyan complimented the student for having the courage to come up and speak on this issue. He said that discussion would take place with the Athletic Director and he would like to have as many games seasonally completed prior to the start of the project.*

*George Mervine, Club Road, Brielle – Mr. Mervine thanked Mr. Edwards for a great presentation. He asked if the proposal presented last year needed to be voted down before a new plan could be considered. Mr. Pellegrino said that the prior plan was based on the building of a retaining wall and the bids came in over budget so any further action on that plan was contingent on the retaining wall.*

*Mr. Edwards said that the retaining wall is not required with this plan. He explained the conditions of the flood hazard permit and said it expires in December and cannot be extended. He said the wetland permits fall under the Wetlands Extension Act passed in 2008 and amended in 2012 and can be extended into next summer. He said the only way the flood hazard permit could be extended is if construction of the retaining wall was started prior to the expiration of the permit.*

*Mr. Pellegrino said that at this time the Board is working with Mr. Edwards and this plan.*

*Michelle LaSala, 44 Parker Avenue, Manasquan – Mrs. LaSala asked for clarification on the retaining wall bid not being accepted because the district did not have \$360,000 to complete this project and that the district does not have money sitting in the bank for the plan from last year. Mr. Pellegrino said that at the time of the bid opening they came in higher than what was budgeted for the project. She asked to confirm that there was not \$1.8 million in the bank for the project. Mr. Pellegrino said that to his knowledge there was not.*

*Julia Barnes, 626 Woodland Avenue, Brielle – Mrs. Barnes spoke on the original budget and the bids coming in over budget. She said that the district did have the option to rebid the project with modifications and there was enough money in the line item to cover the cost.*

*Mr. Pellegrino said the Board unanimously selected a new engineer and architect and based on those professionals and recommendations the engineer said that we do not need the retaining wall to move forward. Mr. Pellegrino said where we are today is important and we are moving forward with the process.*

*Mrs. Barnes said the past plan is still currently approved and the Board still has the option to rebid on the wall or choose to go with the new plan.*

*Mr. Mervine said if this new plan is going to be higher than the past approved plan it may be too late to revert back to the plan that included the retaining wall.*

Questions from  
the Public

Draft  
Schematic Plan  
of Athletic  
Fields  
(continued)

*Mrs. Garrett-Muly commented that the \$250,000 budgeted included the engineer fees of \$50,000 and the bids came in significantly higher.*

*Mrs. Coates said that the \$200,000 that was in the line item was in the 13-14 budget and that line item does not exist in the 14-15 budget. At the June Board meeting it was decided to take the \$200,000 and deposit into Capital Reserve. She said that at this point these funds cannot be taken out mid-budget year without a vote from the voters.*

*Terry Kubu, 349 E. Main Street, Manasquan, NJ – Ms. Kubu asked where the JV Softball field is on the schematic. Mr. Pellegrino said it would be shared with the varsity softball team and that where the lights will help.*

*Rich Bartholomew, 121 Lake Avenue, Manasquan, - Mr. Bartholomew said that he understood the reluctance in posting the schematic on the website but since it has been given to a number of people in the audience he would personally like to see it on the school website rather than seeing it elsewhere on the internet.*

*Mrs. Bossone asked for clarification that the ticket booth on the schematic would be the main entrance. She asked if the other existing entrances will still remain in the plan. Mr. Edwards said this is not in the plan at this time but feedback will be received and it will be discussed in the future.*

*Dr. Kasyan said that this was a conceptual presentation for the public and that although he took the liberty of handing out the presentation to people, prior to that it was deliberative. He said he truly believes that there is a need for transparency and he wants feedback. He asked if he could put this on the website with disclaimers with a focus on getting public input. The Board unanimously approved posting the conceptual plan on the website.*

*Joe Hill, Fletcher Avenue, Manasquan – Mr. Hill asked since the retaining wall was not going to be built can the 50' area be used for a parking lot. Mr. Edwards said that this area is a no-build zone and cannot be developed without DEP permits. He said it would be difficult to get approval for a parking lot.*

*Mr. Campbell questioned the availability of ADA bathrooms. Mr. Edwards said the new storage building can house bathroom facilities.*

*Mr. Pellegrino thanked Mr. Edwards for his presentation.*

*Mr. Pellegrino continued with the Committee of the Whole Discussion Items for the October 21, 2014 agenda.*

9.

**A) Discussion Items for October 21, 2014 Agenda**

**B) Reports**

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

*Dr. Kasyan said that the Athletic/Community and Personnel matters will be discussed in Executive Session.*

**• Athletics/Community – to be discussed in Executive Session**

- Resignations from coaches in the high school
- Gymnastics coach

**• Personnel – to be discussed in Executive Session**

- Family Medical Leave of Absence extension

Questions from  
the Public

Draft  
Schematic Plan  
of Athletic  
Fields  
(continued)

Committee of  
the Whole  
Discussion  
Items

Education,  
Curriculum &  
Tech – no  
report

Athletics/  
Community  
(Exec. Session)

Personnel  
(Exec. Session)

- **Legal – to be discussed in Executive Session**
- **Policy – Agenda Items\***
  - **3283 – Electronic Communications Between Teaching Staff Members and Students**
  - **4283 - Electronic Communications Between Support Staff Members and Students**

Legal  
(Exec. Session)

Policy

*Dr. Kasyan referred to Policy – Agenda Items #3283 and #4283 and said that these are mandatory policies from Strauss Esmay. He pointed out that there are some options with the policies and asked the Board to review the policies and address these options at next week's meeting.*

- **Finance – Agenda Items\***
  - **Budget Plan of Action**

Finance

*Dr. Kasyan turned the floor to Ms. Coates, School Business Administrator, to go over the Plan of Action for the 2015-2016 school district budget. She referred to the 12-month agenda planning requirement for Boards of Education and said that this Plan of Action addresses a part of this requirement. She went over the timeline, objectives and responsible individuals for the specific areas of the plan. She said that receipt of the official budget/election calendar from the state has not been published yet and the "\*" starred dates are estimates.*

*Dr. Kasyan asked Ms. Coates to focus on the budget building process. Ms. Coates said that in the past she and Dr. Kasyan held public board meetings and invited the public, through Honeywell Alerts, flyers brought home with students and/or newspaper notice, to come out and participate in the audience with the budget building process. She said a comprehensive overview of the budget building process is shared with the public and then input is asked from the public. She said that they would provide a meal to those in attendance.*

*Dr. Kasyan said it is his wish to hold these meetings in the cafeteria in order to provide a meal and then conduct a budget presentation. He said this can be done as a Committee of the Whole or an Ad Hoc Committee with a series of meetings to present information and receive feedback during the budget building process. The Board agreed to conduct these meetings as a Committee of the Whole.*

- **Buildings & Grounds – Agenda Items**
  - **Softball Field Poles**

Buildings &  
Grounds

*Dr. Kasyan reported on the Tex-Net Inc. project for the installation of polls and removable netting on the softball field.*

*Ms. Bossone questioned the previous estimates presented to the Board and asked how the decision came to use Tex-Net. Dr. Kasyan said it was his belief that the consensus was to use this company with a cost of \$19,980. He said other estimates were in the amounts of \$26,000 and \$24,000. Dr. Kasyan said that this proposal will cover all areas of installation with no labor required by district employees.*

*Ms. Bossone asked who will be taking the netting down at the end of the season. Dr. Kasyan said he believed that was the responsibility of the district.*

- **60 Day Plan**

60 Day Plan

*Dr. Kasyan referred to his 60-day plan and reviewed areas of the plan with the Board. He thanked the administrative team for working with him on this plan.*

*Mrs. Garrett-Muly asked if it would behoove the district to have a demographer come in and present a report to the Board. Dr. Kasyan said that the county could provide a live birth rate report over the course of years and a demographic look at how many children would be coming to Manasquan and the surrounding districts could be developed in house at no cost to the district. Mrs. Garrett-Muly said a demographic study was conducted a short time ago but a report was never presented to the Board. Dr. Kasyan said he would look into this. Dr. Kasyan provided a summation of his 60-day plan and his action plan for the district.*

*Mr. Pellegrino explained that when Dr. Kasyan was interviewed for this position he was asked what he planned on doing to help with the transition and he said that it was his intention to have a 60-day plan and follow through on the plan. Mr. Pellegrino said that this report is an indication that he has followed through on his intention.*

- **Strategic Planning**

Strategic  
Planning

*Dr. Kasyan will provide the Board with a binder on the strategic planning material available to date. He said the next strategic planning meeting is scheduled for November 17<sup>th</sup> and he has invited the Mayor and notified the adults and parents in the community asking for their involvement. He said he would like to close the formation of the committee after the 3<sup>rd</sup> meeting but he would consult the current members on this decision.*

*Dr. Kasyan referred to the following Superintendent's Report and Information Items that he will report on October 21<sup>st</sup>.*

Superintendent  
Report

**10. Superintendent's Report & Information Items**

**Recommend approval of the following resolution to designate October 20 through October 31 as "School Violence Awareness Week/Red Ribbon Weeks"**

**WHEREAS**, the Manasquan Board of Education values the health and safety of all of our students, and;

**WHEREAS**, substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides, and;

**WHEREAS**, it is the goal of School Violence Awareness Week/Red Ribbon Weeks and the Manasquan School District to involve families, schools, businesses, churches, law enforcement agencies and service organizations in all aspects of this campaign and establishes an atmosphere that supports awareness, education and on-going initiatives to prevent illegal drug and alcohol use, and;

**WHEREAS**, the School Violence Awareness Week/Red Ribbon Weeks Campaign theme promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs and alcohol or the illegal use of drugs and alcohol, and;

**WHEREAS**, the Manasquan School District shall plan activities in conjunction with Red Ribbon Week Campaign which supports awareness, education and promoting a healthy life4style for the students and families of the Manasquan School District.



- **School Violence Awareness Week** – Since 2003, schools and districts have been observing School Violence Awareness Week during the week beginning with the third Monday in October, which is October 20-24, as required by N.J.S.A. 18A:36-5.1. To help school districts, charter schools and approved private schools for students with disabilities comply with the requirements for School Violence Awareness Week, the New Jersey Department of Education (NJDOE) has provided guidance that is available online at: <http://www.nj.gov/education/students/safety/behavior/violence.shtml>
- **Week of Respect** – Additionally, the *Anti-Bullying Bill of Rights Act (P.L.2010, c122)* requires that the week beginning with the first Monday in October (October 6-10 in 2014) of each year be designated as a “Week of Respect” in New Jersey. School districts and charter schools (but not approved private schools for students with disabilities), in order to recognize the importance of character education, are required to observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation or bullying (HIB). Several resources were provided by the New Jersey Department of Education (NJDOE).

*Dr. Kasyan said he would provide the following reports at next week's meeting.*

- Enrollment – **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report – **Document C**

*Dr. Kasyan said he has requested that the Student Board Representatives be present at the November meeting if not available for next week's meeting.*

#### **11. Student Board Representative Report**

*Mrs. Walsh asked if the term “alcohol” could also be included in the resolution in Item #10. The resolution in these minutes has been changed to reflect this addition.*

*Mr. Pellegrino asked if there were any questions on the items to be included in next week's agenda.*

*Mrs. Garrett-Muly said under Buildings and Grounds it should say “softball field poles.” – correction is noted in the minutes.*

*Mr. Pellegrino 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 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.

Public Forum  
on Agenda  
Items

*Mr. Pellegrino closed the Public Forum seeing no comments or questions from the public.*

*Mr. Pellegrino went over the Manasquan General Items #13 – A through G and the Manasquan/Sending District Items #14 – A through H. There were no questions or comments from the Board.*

*He referred to the Professional Days and Field Trips for the elementary school and high school and students placed on Home Instruction. He said there are no Out of District Placements for approval at this time. He also referred to the Financial Reports on the agenda for approval.*

### 13. MANASQUAN

#### General Items

- A) **Recommend** approval for Jaclyn Wolfe to provide behavioral support to a student on an as needed basis for the 2014-2015 SY @ \$25.00 an hour, not to exceed 6 hours per week. *Previously approved to be paid \$40.00 an hour.* (Pending criminal history approval)
- B) **Recommend** approval of Dr. Smoller, Developmental Pediatrician, to conduct a developmental pediatric evaluation at a rate of \$450.00 for elementary school student #211808 as part of a Child Study Team Evaluation.
- C) **Recommend** approval of the “Draft” 2015-2016 Budget Calendar, as per Document \_\_\_\_.
- D) **Recommend** approval of HMC Inc., 1214 Rue Avenue, Point Pleasant, NJ, to provide identified Worker and Community Right to Know Act and Hazard Communications Standard services at all applicable locations for the Manasquan Board of Education including the required Right to Know Survey Online due February 15, 2015, for the 2014-2015 school year, in the amount of \$3,250.00.
- E) **Recommend** approval of the 2014-2015 transportation contracts and agreements provided through the cooperative transportation services of Monmouth-Ocean Educational Services Commission for Manasquan resident students, as per Document \_\_\_\_.
- F) **Recommend** approval of the 1<sup>st</sup> Reading of the following policies as per Document:
  - 3283 – Electronic Communications Between Teaching Staff Members and Students
  - 4283 - Electronic Communications Between Support Staff Members and Students

#### Personnel

Discussed in Executive Session

#### Professional Days

- G) **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>
October 13, 2014	Julianne Brzycki	Avon Elementary	School Personnel Training: Suspicious	No	\$75 each registration

	Sheri Trainor	School	Activity and Behavior Recognition		
December 2, 3, 4, 2014	Heather Saake Jen Sponzo	Princeton	Wilson Reading Program Introduction	Yes	\$650 each registration \$75.33 mileage

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

**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 10, 2014	Marie Lauffer	Music/Chorus	Algonquin Theater	To see the Newark Boys Choir perform	No	None	Students
April 20, 21, 2015	Rich Kirk	8 <sup>th</sup> Grade Class Trip	Valley Forge, Amish Country, Gettysburg	To visit historical locations related to Civil & Revolutionary Wars	Yes – 8	\$4,975 transportation	Students fund-raising
May 1, 2015	Donna Mead	2 <sup>nd</sup> Grade	Green Meadows Farm	To enhance science curriculum on living things	No	None	Students
May 29, 2015	Joe Battista	Senior Band	Dorney Park	Music Festival	Yes – 4	\$1,245 transportation	Students

**Placement of Students on Home Instruction**

No placements at this time.

**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 **September 30, 2014** 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, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,095,838.66** 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 **September 30, 2014** 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 **September 30, 2014** per **Document**. (The Treasurer of School Moneys Report for the month of **September 2014** 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 **September 30, 2014** 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 **2014-2015 budgets for September and October** as recommended by the Superintendent of Schools, as per Document.

Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **September 30, 2014** as per Document.

**Purchase Orders** for the month of **October 2014** be approved, as per Document.

Recommend **acceptance** of the **Cafeteria Report** as per Document.

**Be It Resolved:** that the **Bills (Current Expense)** in the amount of \$ for the month of **October 2014** be approved. Records of, checks (#- #) and distributions are on file in the Business Office.

**Confirmation of Bills (Current Expense) for September 2014** at \$ and checks (#- #).

#### 14. MANASQUAN/SENDING DISTRICTS

##### General Items

- A) **Recommend** approval to authorize the opening of a checking account named "Manasquan Board of Education – Staff Function Account" and to designate Lynn Coates, Business Administrator/Board Secretary and Joanne S. Madden, Treasurer of School Monies as the authorized signatories of the account.
- B) **Recommend** approval of Dr. Worth, Psychiatrist, to conduct psychiatric evaluation at a rate of \$500.00 for high school student #2429 as part of a Child Study Team Evaluation.
- C) **Recommend** approval of the Facility Rental Agreement (Aquatics) with the Atlantic Club, Manasquan, NJ, for the 2014-2015 school year, in the amount of \$15,750.00, pending attorney review.
- D) **Recommend** approval of the Contract Agreement with Shore Lanes, Neptune, NJ, for the 2014-2015 school year, in the amount of \$2.50/game/person, for the High School Bowling Teams, pending attorney review.
- E) **Recommend** approval of a contract with Monmouth County Park System, Lincroft, NJ, for the 2014-2015 school year, in the amount of \$\_\_\_\_\_, for the High School Golf Team, pending attorney review.
- F) **Recommend** approval of the lease agreement with Ricoh USA for four (4) new Ricoh Multi-Functional Copiers/Printers/Scanners and Print Management Solution to replace existing copiers in the BOE Superintendent's Office; High School Principal's Office; High School Media Center and Elementary School Pod B, at a

monthly cost of \$1,524.00. This agreement includes service and all supplies minus paper and will result in a \$357 per month savings to the district, as per Document, based on review and approval of board attorney. State contract #82709

Manasquan /  
Sending  
District General  
Items  
(continued)

G) **Recommend** approval to create a new position in the High School for the 2014-2015 school year:

- Courtesy Aide - Full Time - PARA.HS.AIDE.NA.16

H) **Recommend** approval of the Courtesy Aide job description as per Document.

### Personnel

Discussed in Executive Session

### Athletics

Discussed in Executive Session

### Professional Days

H) **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>
September 20 & 21, 2014	Rod Ravaoli	Middletown West Windsor	County and State Tennis Tournaments	No	\$129.86 mileage
October 13, 2014	RJ Read	Avon Elementary School	School Personnel Training: Suspicious Activity and Behavior Recognition	No	\$75 each registration
October 23, 2014	Harry Harvey Jamie Mawn	Newark	Poetry Festival	Yes	\$10 registration
October 27, 2014	Amy Edwards	Long Branch	New Jersey Assoc. of School Librarians Conference	Yes	None
October 29, 2014	Jack Campbell	Atlantic City	NJSBA Workshop	No	\$107 accom.
November 13, 2014	Don Bramley Leigh Busco	Strauss Esmay, Toms River	HIB Prevention Training	No	\$150 each registration
November 19 – 24, 2014	James Fagen	Boston, MA	National Council for the Social Studies Annual Conference	Yes	\$223 registration \$88.25 mileage \$601.99 accom. & m/i
December 5, 2014	Jason Bryant James Fagen	Princeton Univ.	Annual History Education Conference	Yes	\$75 registration \$14 each mileage
January 22 – 24, 2015	Amy Certo	Cherry Hill	Softball Clinic	Yes	\$130 registration \$41.54 mileage

### Student Action

#### Field Trips

No field trips at this time.

**Placement of Students on Home Instruction**

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

#1809 (Medical)	Grade 11	September 22, 2014 – October 17, 2014
#151180	Grade 12	October 1, 2014 – March 31, 2015 (Medical)
#171956	Grade 10	October 1, 2014 – October 30, 2014 (Medical)
#171826 (Suspension)	Grade 10	September 26, 2014 – October 8, 2014
#151072	Grade 12	October 2, 2014 – November 2, 2014 (Medical)
#182289	Grade 9	September 12, 2014 – TBD (Medical)

**Placement of Students Out of District**

No out of district placements at this time.

**Financials**

**Recommend acceptance** of the following **High School Central Funds Report** for the month ending **September 30, 2014 as per Document**.

*Mr. Pellegrino opened the second Public Forum.*

**15. Public Forum**

Public Forum

*Dennis Roberts, 23 Lebanon Drive, Brielle – Mr. Roberts commended the Board on the outstanding presentation by Mr. Edwards on the field project and on moving forward as a whole in a positive manner. He also commended the openness and transparency of the Board in conducting the retreat in public. He said this speaks volumes for the Board and its leadership. He questioned Mr. Gross on the minutes of the RDT meeting now being determined as a public purview and OPRA'able. He asked for an explanation of the change of opinion that was initially given to committee members by Judge Apostolou, Mr. Pellegrino and Dr. Kasyan that these minutes would not be OPRA'able or made public.*

*Dr. Kasyan said that while the meetings are actively being conducted the minutes were not OPRA'able but once the committee comes to an end everything discussed is OPRA'able. Mr. Pellegrino said the task of the committee was to make a recommendation to the Board and until that time it was his understanding that the minutes were deliberative and not OPRA'able. Mr. Roberts said that the discussion was that these minutes were not for public purview ever.*

*Mr. Gross said that at this time they are deliberative and when no longer necessary to maintain as confidential just as executive session minutes or committee minutes they would certainly be OPRA'able.*

*Mr. Roberts said that based on the legal opinion that was given by Mr. Gross the committee was told the minutes were never to be discussed publically. Dr. Kasyan said that he would review the minutes but it was his recollection that the committee had to maintain a sense of confidentiality and the minutes could not be OPRA'ed until the committee was finished. Mr. Roberts said that he is for open discussion and an open forum but he believes that Mr. Gross has once again ill-informed the Board, the committee and the community with misinformation. Dr. Kasyan said before anyone if unfairly maligned, he would review the minutes. Mr. Roberts said that Mr. Gross has a continual pattern of providing misinformation to the Board. He suggested the Board look at the current representation and put out an RFP for legal services.*

*Karen Bower, 18 Allen Avenue, Manasquan – Ms. Bower asked if there was any success in hiring a French teacher at the high school. Dr. Kasyan said that six candidates were interviewed but none filled the certain standard he would like to achieve. He said they have condensed classes at this*

*time and will continue to look for a teacher and that he has reached out to other superintendents and asked them to provide him with the names of French teachers.*

Public Forum  
(continued)

*Dr. Kasyan said he would like to propose to the Board the addition of an Italian class at the high school for further discussion in the future.*

*Mr. Pellegrino closed the Public Forum seeing no additional questions or comments from the public.*

*Mr. Pellegrino asked if there were any items under Old or New Business to come before the Board.*

**16. Old Business/New Business**

Old/New  
Business

*There was no discussion under Old or New Business.*

*Mr. Pellegrino said the Board would be entering into Executive Session and read the following statement.*

**17. Executive Sessions**

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 may 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 sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

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

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

- X 1. Confidential Matters per Statute on Court Order (student matters)
- \_\_\_ 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 Privilege (Indemnification of ethics Charge Verdi v. Bauer)
- X 8. Personnel Matters (Hiring, resignations, leaves 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.**

*Motion was made by Mr. Walsh, seconded by Mr. Sorino, and unanimously approved by voice vote of all those present to enter into Executive Session at 9:44 p.m.*

Motion to  
enter Executive  
Session

Motion to  
Reconvene  
Meeting

*Mr. Pellegrino asked for a motion to reconvene the Regular Public Meeting.*

*Motion was made by Mr. Campbell, seconded by Mr. Furey, and unanimously approved by voice vote of all those present to reconvene the Regular Public Meeting at 10:23 p.m.*

**MOTION CARRIED**

**Roll Call:**

*Donna Bossone*

*Mark Furey (Belmar)*

*Alfred Sorino*

*Jack Campbell*

*Erik Gardner (SLH)*

*Tedd Vitale (Brielle) - absent*

*Kenneth Clayton*

*Heather Garrett-Muly*

*James Walsh*

*Linda DiPalma*

*Thomas Pellegrino*

*Patricia Walsh*

*Also Present: Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Michael Gross, Board Attorney.*

*A motion was made by Mrs. Walsh, seconded by Mr. Walsh, to appoint Megan Dougherty at a rate of \$65.00 per diem to serve as the interim head coach for the Girls' Gymnastics Team until the head coach resumes her duties.*

*Discussion: None*

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

**MOTION CARRIED**

**18. Public Forum**

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

**19. Adjournment**

*Motion to Adjourn*

*Motion was made by Mrs. DiPalma, seconded by Mrs. Walsh, and unanimously approved by voice vote of all those present to adjourn the Regular Public Meeting at 10:25 p.m.*

**MOTION CARRIED**

*Respectfully submitted,*



*Lynn Coates*

*School Business Administrator/Board Secretary*

*Motion to  
Reconvene  
Meeting*

*Roll Call*

*M. Dougherty  
Interim Head  
Coach  
Girls's  
Gymnastics*

*Motion to  
Adjourn*





## MEMORANDUM

**To:** Manasquan Board of Education

**From:** Kathy Winecoff, Field Service Representative

**Date:** October 16, 2014

**Re:** Board Self-Evaluation Delivery & Goal Setting Workshop

On **October 14, 2014** the Manasquan Board of Education met for a *Board Self-Evaluation Review & Goal Setting Workshop*. Ten (10) of twelve (12) board members were in attendance as well as the Superintendent and Business Administrator. The Board Attorney and Board Secretary were also present.

The board self-evaluation was handed out to all board members to review prior to the meeting.

We then discussed the Board Self-Evaluation that had been completed by nine (9) of twelve (12) members of the board. In two (2) of the nine (9) indicators of the board self-evaluation; Student Achievement and Board/Staff Relationships, the board had averaged scores of 3.0 to 3.3. These scores would indicate that the board is high functioning and has proper processes and procedures in place. The board is to be commended on these scores. However, in the areas of Planning, Policy, Finance, Board Operations, Board Performance Board/Superintendent Relationships and Board and Community the board could focus attention.

The board members then responded to the following questions regarding the self-evaluation:

### **What was the most interesting observation contained in the composite evaluation?**

- There are too many unsatisfactory / adequate answers under Planning. There needs to be more good and commendable
- The differing opinions: Wide disparities on many issues but hope that the new meeting format will begin to build unity. Planning not strength. Desire & room for improvement.
- How well it graded. All of the nine questions essentially are graded the same.
- The need for permanent leadership was almost everyone's concern
- Individually everyone believes they are doing a great job but collectively everyone recognizes the need for improvement
- The overall consensus that the board is not actively involved with putting together a plan (short and long) for the district and have had little involvement with goal setting
- Consensus re: Need for a plan and need for improvement in the area of board operation as it related to efficiency and collaboration  
Need for stable leadership
- That nearly all observe that "Planning" is not a strength
- Low evaluation scores on planning, goal setting

- Budget development 14-15 was inadequate

**What particular strength did the evaluation point out about your team?**

- Policy had higher commendable & good scores
- Interest; dedication to student success / achievement
- Policy – the rest of the questions graded the same
- Relationships with staff and administration
- Visibility in the community
- The we agree that policy making is one of our most important functions as a board
- Consensus re: operations of district  
Passion of this board to make improvements  
Able to acknowledge weaknesses and strive to improve
- That a majority of the board believe they avoid involvement in the day-to-day operations of the district  
That it appears that the majority of us believe we hold our meetings in compliance with laws
- Student achievement was very good; setting high standards continues to be a goal
- Highest score is student achievement / policy

**What is the most critical concern that the evaluation noted?**

- Comments – working together and respect of others
- The need for permanent, stable leadership from CSA
- Board & Community; Planning
- Trust among board members
- Trust within the board in terms of confidentiality and transparency  
Permanent leadership
- The overall consensus that the board is not actively involved with putting together a plan (short and long) for the district and have had little involvement with goal setting
- Community relations 2.6 – need a plan
- Planning 1.9 – Strategic Plan
- Planning has been very weak
- Effective community relations
- Need for permanent leadership

**Is there one particular area in the evaluation that you think should become a priority for board development this year?**

- Confidentiality is of utmost importance – not being done here; need improvement with community interaction, trust and transparency
- 1. Board Performance – confidentiality; listening skills, preparedness, conflict management, improving but still room to grow
- 2. Board & Community Relations
- 3. Technology initiatives

### *Manasquan Board Goal Setting Workshop*

- Board & Community
- Strategic planning; mutual respect among board members
- Strategic planning
- Involvement in long / short term planning and continuously reviewing the progress made to reach these goals
- Prepared for PARCC?  
Strategic Plan – Support, track, update, report on  
Community relations – strengthen  
Facilities  
STEM – what initiatives are in place?  
Improve / enhance / embrace sending district relationship
- Having a clear, concise plan for the board moving forward  
Strategic planning initiative  
Curriculum improvement & development
- Facility improvements, curriculum improvements
- Board operations – one of the lowest scores

We then moved into goal setting and discussed the different types of goals so that everyone has a better understanding of what the goals are and who is responsible for their completion.

- **District Goals:** Everyone “owns” the District Goals; the CSA is responsible for their completion, the Board supplies the resources necessary for their attainment.
- **Board Goals:** Are set to improve process / tasks “owned” by the Board, and are evaluated in conjunction **with** the board self-evaluation.
- **CSA Personal Goals:** Are derived from the annual leadership skills evaluation.
- **Merit Goals:** Are optional and contained in the CSA’s contract.

Based on the discussion of the board self-evaluation and the initiatives of the district, the board then discussed goal areas for their board goals. Those areas included the following:

- Strategic planning
- Drug & alcohol policy and curriculum
- Referendum for athletic fields
- Long term financial plan for the district
- Budget transparency
- Clear, concise plan for the board moving forward
- Curriculum improvement and development
- Long-term and short-term goals
- Confidentiality
- Community outreach
- Trust and transparency within the board and with the public
- Budget transparency
- Unity and a long-term plan for children

*Manasquan Board Goal Setting Workshop*

After discussion, the board came to consensus on the following board goals:

**Manasquan Board of Education Goals 2014 – 2015**

**PLANNING**

**Goal:** Develop, implement and support the district strategic plan

**FINANCE**

**Goal:** Develop a financial plan that looks at long-term and short-term needs for the Manasquan School District

**COMMUNICATION**

**Goal:** Enlist the support of parents and the community in promoting high academic standards and in providing the resources necessary to meet those standards.

**CURRICULUM**

**Goal:** Develop and implement educationally sound curricula that are aligned with and promote proficiency in the New Jersey Core Curriculum Content Standards and the Common Core Standards at all grade levels and address the drug and alcohol component.

Next steps . . .

**The Board and Superintendent need to establish District Goals for 2014-2015.**

Action plans for the board goals should be completed by the Board. The goals may be assigned to a committee for completion. The board goals should be formally approved and the action plans should be formally accepted at a future board of education meeting and the board goals should be posted on the district website. Dates for periodic updates on progress toward achievement of these goals will need to be established (can be scheduled at the same time the Superintendent gives updates on the District Goals). **Be mindful that due to pending legislation, the superintendent's evaluation deadline may be extended to June 30, 2015.**

Attachments to this memo include:

- Action plan template – one should be completed for each board goal
- Board evaluation improvement plan document – this should be placed in the District NJQSAC folder
- Evaluation Process Calendar

You are all to be commended for your own personal commitment to fully participate in an open discussion on ways to continue to move your district forward. You are all very passionate about education and improving student achievement for the students of **Manasquan School District**.

It was my pleasure to work with you and I look forward to serving as a resource for the board.

Kathy