

BOARD OF EDUCATION
Borough of Manasquan

The Combined Committee of the Whole Meeting and Regular Public Meeting of the Manasquan Board of Education were held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, December 16, 2014.

Prior to calling the meeting to order, the Manasquan High School Chorus entertained the Board and members of the public with a selection of holiday songs. Dr. Kasyan thanked the chorus for providing the gift of harmony to the meeting.

The Board President, Mr. Pellegrino, called the meeting to order at 6:10 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

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

Roll Call

Also Present: Dr. Frank Kasyan, Superintendent; Lynn Coates, School Business Administrator/Board Secretary; Gabriella Pettineo, Board Attorney; Sandi Freeman, Recording Secretary; Shane McNamara and Craig Lapham, Student Board Representatives

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

Mission Statement

4. 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

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

Statement to The Public

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 as specified in Item #6.

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Committee of the Whole with Action and Closed Executive Session of November 18, 2014 and the Regular Public Meeting and Closed Executive Session of November 25, 2014. Closed 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 exist.

Acceptance of
Minutes

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

Discussion: None

Roll Call Vote: Ayes (8); Nays (0); Abstain (1) – Mrs. Walsh; Absent (3) – Mr. Furey, Mr. Gardner and Mr. Vitale

MOTION CARRIED

Mr. Pellegrino asked for a motion to accept and approve the following resolution acknowledging the Manasquan Elementary School PTO – Item #7.

Motion was made by Mrs. Walsh, seconded by Mr. Campbell, to approve the resolution acknowledging the Elementary School Parent Teachers Organization in the dedication of the garden fence and classroom play mats.

Discussion: None

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

MOTION CARRIED

MES PTO
Resolution

- 7. Recommend** approval of the following resolution acknowledging the Elementary School Parent Teachers Organization in the dedication of the garden fence and classroom play mats:

WHEREAS, the Manasquan Board of Education values the student centered volunteerism of the Parent Teacher Organization and all of their financial contributions especially that of the Elementary School garden fence and the classroom play mats, and;

WHEREAS, the active involvement of concerned citizens, parents and guardians in one of the most valuable resources for our children creating a secure and safe environment, surrounding our children with caring and compassionate adults is a main ingredient and a positive learning environment, and;

WHEREAS, we believe the core value and purpose of the public education system is to build a healthy and equitable society and develop the capacity in children an understanding of the gifts that nature has for us, and;

WHEREAS, every child deserves opportunities to discover their unique talents, skills and interests and to develop them through all types if inquiry activities including the agrarian arts, to be productive members of a strong community, and;

WHEREAS, agrarian studies help teachers to recognize and draw out the critical capacity, curiosity and creativity of their students minds, all of which are recognized as key skills and traits paramount in being successful 21st century learners;

THEREFORE, Be It Resolved, that the Manasquan Board of Education and Superintendent recognize the leadership role the Parent Teachers Organization of the Manasquan Elementary School has taken in securing this garden space to help our children and advance the equitable opportunity for every child in every school day in Manasquan.

Dr. Kasyan thanked the Manasquan Elementary School PTO for all of their support and spoke of the benefit that will be provided to the students through the agrarian arts that will be made possible with the garden at the elementary school.

Mrs. Trisha Brown, from the MES/PTO, recognized and thanked the donors for their contributions towards the garden fence.

8. Presentations

Mr. Pellegrino thanked the Manasquan High School Chorus and Mr. Weisert for providing the entertainment prior to the start of the meeting.

- **High School Chorus** – Adam Dayton, Joseph Donohue, Gabrielle Freeman, Delaney Heffernan, Emily Neiberlien, Gabrielle Roe
 - Coventry Carol
 - Heigh Ho the Holly

Dr. Kasyan recognized and congratulated the following High School Students of the Month for November; the High School Teacher of the Month for November and the Elementary School Student of the Month for November. He explained the process and criteria involved in the selection of the students of the month. Dr. Kasyan said that the student of the month is responsible for selecting the teacher of the month. Dr. Kasyan presented the students and teacher with a certification of appreciation and a certificate for a free lunch in the school cafeteria.

- **High School Students of the Month for November** – Keely Flood, Senior – Ryan Jensen, Junior – Kristin Lange, Sophomore – Aidan Mistretta, Freshman
- **High School Teacher of the Month for November** – Jill Santucci
- **Elementary Student of the Month for November** – Kristina Sunada

Mr. Pellegrino said at this time the Student Representatives would present their reports prior to the Board entering into Executive Session.

Craig Lapham, Student Council President, provided a report on Student Council activities during the past month. The Executive Board of the Student Council met with Mr. Coppola, Mr. Cahill and Ms. Kozic and put forth proposals relating to parking spaces for the executive board of the student council and possibly conducting an outside graduation ceremony and better ways and solutions for next year's homecoming. He said a follow up meeting is planned for after winter break. He said the student council members would be purchasing gifts for a boy and girl they selected off the giving tree. He said that on Monday, December 22nd a Secret Santa will take place in addition to an "ugly sweater day" and December 23rd would be a "dress as your favorite Christmas character."

Mrs. DiPalma thanked Craig for bringing spectators to the Manasquan High School ice hockey games and encouraging the Point Pleasant Beach and Manasquan spectators to sit together and cheer on the team.

Shane McNamara, Key Club President, provided a report on Key Club activities. He reported on their monthly involvement with the Manasquan Elks breakfasts by assisting with set up and presentation of the breakfast. He said they volunteer at the girls and boys basketball games, as well as the Brielle Booster Club basketball clinic. He reported on the mentor program for students and their assistance in volunteering and organizing social events for special needs students. He also reported on their involvement with Jersey Shore Medical Center where volunteers assist with clinical tasks on a weekly basis

MES PTO
Resolution
(continued)

Presentations

H.S. Chorus

Students &
Teacher of the
Month

Student Board
Representative
Reports

• **Presentation to Board Members**

Mr. Pellegrino recognized and thanked Donna Bossone and Jack Campbell, the outgoing board members for their service to the Manasquan School District and Board of Education. He presented them with a plaque on behalf of the Manasquan Board of Education.

Mr. Campbell thanked the Board for the recognition and said that he enjoyed his time on the board. He said his heart is with the students of Manasquan and the sending districts and that it is important to get together as a board and give what is needed for the students.

Mrs. Bossone thanked everyone and said she had a wonderful year on the board.

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

9. Executive Sessions

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
- 7. Litigation or Contract Matters or Att./Client Privilege
- X 8. Personnel Matters (Hiring, retirement)
- 9. Imposition of Penalties Upon an Individual

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

Motion was made by Mrs. Walsh, seconded by Mrs. Bossone, and approved by voice vote of all those present, to enter into Executive Session, as specified in Item #9, at 6:34 p.m.

MOTION CARRIED

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

Motion was made by Mr. Campbell, seconded by Mrs. Walsh, and approved by voice vote of all those present, to reconvene the meeting at 7:50 p.m.

MOTION CARRIED

Presentation
to D. Bossone
& J. Campbell

Executive
Session

Motion to
Reconvene

Mr. Pellegrino continued with the discussion items on the agenda.

10.

A) Discussion Items for December 16, 2014 Agenda

B) Reports

• **Education, Curriculum & Technology – Agenda Item***

○ **Towards No Drugs Program**

Dr. Kasyan reported on the Towards No Drugs Program and the focus of the district to provide a curriculum to the different sections of the student body who are not currently actively engaged in a healthy lifestyle curriculum on substance abuse. He said that Mr. Coppola, Mr. Kornegay and Ms. Busco have presented this pilot curriculum and he has asked them to provide additional information on the program. Mr. Coppola provided details on the program and said it is a highly regarded and evidenced-based program. He said the target group for the program is ages 14 through 19. He provided information on the four objectives of the program and said that what impressed him is that this program is very participatory and interactive in nature. He said after they pilot the program it will be evaluated by faculty and students in order to make a determination as to moving forward with this in the formal curriculum.

Mr. Kornegay said his staff was excited about the possibility of using the program and that he favored the program because it can work with the health curriculum.

Dr. Kasyan said he liked the program because it was research-based and interactive.

Ms. Busco said that she liked the fact that it includes a pre-test and post-test that will measure what the students learned from the program.

Mrs. Garrett-Muly asked if this program could be modified for use in the elementary school grades. Mr. Coppola said that this program is probably not suitable for the younger grades since it is targeting for ages 14 through 19. He said other programs can be researched to address the lower grades.

○ **District Organizational Chart***

Dr. Kasyan referred to several new positions on the District Organizational Chart that will be further discussed during the meeting. He would like to continue to use the full potential of the technology that has been integrated into the curriculum and provide the professional development necessary to do this and he believes this can be accomplished with the inclusion of a technology integration coach. He said the Organizational Chart develops a map that takes a look at how the district is moving forward. He said that approval of the chart does not necessitate that there are actual cost factors immediately present with these positions but for the budget building process and possibility of bringing these positions to fruition at this time or in the future it is important to include them on the chart. He said this chart was put together with a vision of the future and he feels we need to move forward. He said it also provides clarity of the chain of command.

Dr. Kasyan addressed Mrs. Walsh's question on the chain of command for the grant writer and said this individual would report to the Supervisor of Instruction for new opportunities along with the Supervisor of Special Services. He believed the evaluator should be the Director of Curriculum and Instruction. Dr. Kasyan said he would be the gatekeeper of what projects were addressed by the grant writer and he would have the chart designate the superintendent as the overall responsible administrator for the grant writer position.

Discussion
Items

Education,
Curriculum &
Technology

Towards No
Drugs Program

District
Organizational
Chart

Mrs. Garrett-Muly questioned the funding of the grant writer. Dr. Kasyan said the funding for the grant writer would typically come from the obtained grants and that initially the board would pay for the first year and then be reimbursed as the grants are obtained.

○ **Security Camera Lease Purchase***

Dr. Kasyan referred to a memo and map provided to the board members relating to the security cameras. He pointed out that this project was not included in the ROD Grant applications. He asked Mr. Place to provide information on the security camera project. Mr. Place said that this stems from Dr. Kasyan's 60-day plan and his request for a review of the district's overall security. Mr. Place said that initially the installation of cameras was done in a patchwork fashion and this proposal will address modernizing and centralizing the operations of the closed circuit system to improve performance and filling in actual camera gaps that exist in the buildings and property. He said this would also add two cameras to the exterior of the board office that will cover the north end of the property.

Mrs. Walsh asked about the funding for this project. Mrs. Coates said that they were proposing not to exceed a three-year lease payment for the purchase of the cameras and some funding will come from residual balances in some of the current accounts.

○ **Future Vision for Personalized Learning Environment**

Dr. Kasyan spoke on his concept of a personalized learning environment and said that the district has everything they need to make this a reality. He provided a video presentation on this valuable learning concept and said that with the 1:1 pilot program and professional development this educational process can be achieved in Manasquan. He believes that this should be implemented in September. He said we have a wonderful staff and they have wonderful tools and all it will take is some professional development.

Mrs. DiPalma said that she is impressed with this program and asked if the video could be included on the district's website for those parents who could not view it this evening. Dr. Kasyan said that he would like to have a district teacher demonstrate a classroom learning environment and share this on the website along with this video.

Mrs. Garrett-Muly asked if we have sufficient infrastructure to handle this program. Mr. Place said that internally we have a state of the art infrastructure but there is a need for more bandwidth. Mrs. Garrett-Muly asked if we have the capability to train the teachers. Mr. Place said that this will be addressed when the professional development is set up.

○ **District Application**

Dr. Kasyan spoke on the district application that he and Mr. Place hope to have in place in January that can be downloaded on everyone's phones. Mr. Place provided details on the application that will serve as an additional means of communication with the parents and the community. He provided a short video on the Parentlink mobile application. Mr. Place said that this application will provide an option for parents to access information and will increase communication with the parents and it is a free application for the parents.

● **Buildings & Grounds**

○ **Athletic Field Maintenance Schedule**

Dr. Kasyan referred to the Athletic Field Maintenance Schedule. Mrs. Coates provided details of the work schedule for field maintenance throughout the year. Mrs. Garrett-Muly asked what was planned for areas that do not have sprinklers. Mrs. Coates said that discussion has taken place regarding irrigating the front of the elementary school. She said the field maintenance scheduled

Security
Camera Lease
Purchase

Future Vision
for
Personalized
Learning
Environment

District
Application

Buildings &
Grounds

Athletic Field
Maintenance
Schedule

runs into the timeframe of the proposed referendum. She said that seeding will take place as often as needed throughout the year and this may provide a time that the teams may be required to be off the fields. Dr. Kasyan said that the first step in addressing the fields is putting the schedule together and the second step is adhering to the schedule. The seeding will be done by the district grounds staff.

○ **Pole Installation**

Mrs. Coates provided an update on the pole installation for the netting on the softball fields. She said that the ground was too wet for installation today and has been rescheduled for this Thursday with the nets being installed on Friday.

○ **Cenergistic Kick-Off Meeting**

Mrs. Coates provided information on the scheduled of a kick-off meeting with Cenergistic. She said that this evening's agenda contains a resolution supporting the program and an information session has been tentatively scheduled for January 8th at 3:30 p.m. at which time Cenergistic will be present to address any questions about the Energy Specialist position. Dr. Kasyan has also sent information out to the staff on the program. Mrs. Coates addressed Mrs. Garrett-Muly's question on the costs prior to savings with the program and said that it is a guaranteed savings with no charge to the district for the first four months and then a payment in May and June. She said the new position will be funded through the cost savings resulting from the program.

○ **Edwards Proposal for Pre-Referendum Services***

Dr. Kasyan said that information on the Edwards Proposal is included in the board's packet, including a letter from Edwards to Mrs. Coates. He said the scope of work and the estimation of fees for the pre-referendum services shall not exceed \$7,800.

● **Athletics/Community – Agenda Item***

○ **Middle School Field Hockey Team***

Dr. Kasyan spoke on the middle school field hockey team and said that through discussions with the athletic director and field hockey coach he would like to move forward with the creation of a middle school field hockey team that would encompass not only Manasquan but be extended to the sending districts for participation in the program. He said that Manasquan would be responsible for the cost of the coach, uniforms and referees and the sending districts would carry the insurance riders on their policies as well as the cost of uniforms for their children. He said there would be a ten game schedule and the games along with practices would take place at the army camp and when possible they would play on the field hockey field. He said that both the athletic director and the coach feel that there is a need for a feeder program for field hockey. The sending district superintendents are in favor of the program.

Mr. Walsh suggested changing the schedule to provide a more competitive sports program.

Mrs. Bossone asked if this program is successful would any consideration be given to other sports programs. Dr. Kasyan said the opportunity for feeder programs is something that should be discussed by the board. Mr. Kirk spoke on a survey that was conducted on sports programs in the ogram.

Mrs. Garrett-Muly asked if there was an interest in an intramural sports program. Dr. Kasyan said there is a large percentage of a student actively engaged in extracurricular activities and he will speak to the administrations in both buildings to see if there is a need for an intramural program and bring back an answer in January.

Athletic Field
Maintenance
Schedule
(continued)

Pole
Installation

Cenergistic
Kick-off
Meeting

Edwards
Proposal – Pre-
Referendum
Services

Athletic/
Community

Middle School
Field Hockey
Team

- **Personnel – discussed in Executive Session**
- **Legal –discussed in Executive Session**
- **Policy - Agenda Item***
 - **Job Descriptions***
 - **Bylaw #0164 – Conduct of Board Meeting***

Personnel
Legal
Policy
Job Descriptions
Bylaw #0164

Dr. Kasyan said that the policy and job descriptions are included in tonight's agenda and were provided in the Friday packet. There were no questions by the Board.

- **Finance**
 - **FEMA/CDL**

Finance
FEMA/CDL

Mrs. Coates provided information on the status of the FEMA/CDL loan and said that they provided to her an example of how they look at the district's revenues and expenditures when they compute the use of funds at the end of the three year period. She said that this will determine whether the loan has to be repaid or will be forgiven. Mrs. Coates has requested that FEMA complete the calculation for year #1 since we have a completed audit for that year. She has forwarded a copy of the audit to Mrs. Carroll and is waiting for her response.

Dr. Kasyan said this concluded the discussions for the Committee of the Whole portion of the meeting.

11. Superintendent's Report & Information Items

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

Supt.'s Report
Enrollment Document A
Attendance Comparison, Fire Drill, Suspensions & Tardy Reports Document B
HIB Report Document C

Dr. Kasyan reported an enrollment as of November 30, 2014 at the high school of 1006 and at the elementary school of 619, as specified in Document A. He provided data on the attendance comparison, fire drill reports, suspension and tardy reports, as specified in Document B. He reviewed the data on the HIB Report, as specified on Document C.

- iSTEM Workshop

Dr. Kasyan spoke on the iSTEM Workshop scheduled to take place in the elementary school that will be facilitated by Chris Anderson from The College of New Jersey. He thanked the elementary school administration for arranging this program and will provide updates on the program early in the new year.

iSTEM Workshop

- Be Proud Program and update to the Random Drug Committee by the Board President

Be Proud Program

Dr. Kasyan reported on the Be Proud Program, a voluntary random drug testing program that was presented to the Random Drug Committee. He and members of the committee attended a program at Wayne Hills High School and experienced the meeting they had with the 8th grade students and parents. He finds this to be a positive alternative to the mandatory random drug testing.

Random Student Drug Testing Committee Update

Mr. Pellegrino provided information on the meeting that he, Dr. Kasyan, Mr. Coppola and Rev. Gratzel attended on December 3rd at Wayne Hills High School. He said this information was brought back to the Random Drug Testing Committee on December 10th and will be further discussed at their January 7th meeting. He said the committee hopes to have a recommendation

brought back to the Board in January or February. He said that sufficient notification will be provided to the parents of when this information would be presented to the Board and public.

Dr. Kasyan said that policy making is important to a board of education and he provided this information along with Wayne's policies on the program for review in the event it was recommended by the RDT Committee to move in this direction.

- Pre-referendum Meetings were held with the following:
 - Administration
 - Manasquan Mayor and Council
 - Manasquan Recreation Commission
 - Sending District Superintendents and Business Administrators

Dr. Kasyan provided an update on the pre-referendum meetings that were held to date. He said that the concepts presented were well received by those in attendance. Mrs. Walsh suggested that he reach out to the elementary school PTO. He said that he does have a meeting scheduled with them on January 8th.

- Pre-referendum enrollment projection assessment

Dr. Kasyan referred to the pre-referendum enrollment projection assessment and said that the referendum was not being presented because of an over-enrollment but because of issues with the infrastructure that need to be addressed.

- Met with Rev. Edward H. Blanchett, VF, Pastor of St. Denis

Dr. Kasyan spoke on a meeting he had with Rev. Blanchett from St. Denis. He said in order to have a comprehensive discussion on this matter he provided the board members with material related to the current and projected enrollment at the elementary school. He said that looking at this material he sees an opportunity for some empty seats that could be filled by extending a compassionate hand to St. Denis if it does happen to close next year by providing the opportunity for anyone outside of Manasquan to be able to attend for a tuition based on what they now pay at St. Denis. He said this rate would be in effect up to the 8th grade and then after that the student would pay the actual tuition rate for the high school. He said before we look at the actual available seats he would like to look at the concept of whether the board is willing to extend this opportunity to the St. Denis students. He said that the tuition rate at St. Denis is around \$5,100 and the actual tuition rate at Manasquan is around \$13,100.

A discussion took place on the maintaining the transitional first grade and Mr. Kirk indicated that this program would continue.

Mrs. Walsh asked if there would be cause for concern with the MEA contract since this tuition rate would be less than what is offered to our teachers.

Mrs. Garrett-Muly expressed concerns and said that Avon School District recently opened their doors to tuition students and are now being faced with larger classes. She said that her reason for having her students attend Manasquan is because of the ability to control the class size.

Dr. Kasyan said that there are open seats and he would like to reach out to a school that is in transition and could use some help. He realizes that classes would have to be capped and the tuition contact must indicate that should there be an increase in the class size there is a possibility that the student would have to find another school of attendance or pay full tuition.

Mrs. Bossone said that she feels the tuition rate is extremely low.

Random
Student Drug
Testing
Committee
Update
(continued)

Pre-
Referendum
Meetings

Pre-
Referendum
Enrollment
Projection
Assessment

Meeting with
Rev. Blanchett,
St. Denis

Mr. Sorino said that he feels we should help them and suggested that we keep the 1st or 2nd year's tuition at the lower rate and then increase to the actual amount.

Mrs. Garrett-Muly said that these people have other options such as their home schools or other private schools.

Dr. Kasyan said he would like to extend the offer for a year.

Mrs. Walsh suggested that the MEA contract be reviewed prior to making any decision.

Dr. Kasyan will investigate this further with the MEA and return at the January work session for further discussion. Dr. Kasyan said that there is also a possibility for the integrated pre-school program to have an increased enrollment next year since it would be announced at an earlier time than this year.

- Potential Academies – Engineering, Fine Arts and Criminal Justice

Dr. Kasyan referred to the material in the packets relating to potential academies for upcoming school years. He would like the Board to approve his research of this and report back in January with proposals for future academies. The Board approved Dr. Kasyan's exploration of the possible addition of the academies.

- Additional Space
- Alternate School – authorization to investigate moving forward

Dr. Kasyan met with Mrs. Coates and the Supervisor of Special Services to review the current number of out of district placements and the possibility of bringing them back into district. This would require additional space and Mrs. Polak referred to the alternative school that was in district in the past. Dr. Kasyan asked the Board for permission to investigate utilizing this area for classroom space. The Board provided their approval to Dr. Kasyan to further investigate this matter. Mrs. Garrett-Muly and Mrs. Walsh were not in favor of the use of trailers for classrooms.

- School Choice

Dr. Kasyan asked the Board to realistically look at the concept of School Choice that will afford both he and Mrs. Coates the opportunity to complete the application to the Department of Education in the spring requesting Manasquan become a School of Choice and offering the various academies so we could be a School of Choice.

Dr. Kasyan provided an explanation of how School Choice affords the district an opportunity to have students apply to the district. He said that information is provided at state level where the openings are in the specific grade levels and acceptance is based on our requirements. He said that as a School of Choice we will get 90% of the tuition from that district's state aid and this could provide a balance to our student population.

Mr. Walsh asked if there are geographical limits. Dr. Kasyan said he did not believe there were any geographical limits and transportation will be the responsibility of the resident district of the student. The Board agreed to have Dr. Kasyan move forward with the application.

- Weight Training and Nutrition Coach

Dr. Kasyan said that there is a need for this position and he would like to further discuss this with the athletic director. He spoke of the possibility of combining this position with that of the energy specialist. He would like to further discuss this with the athletic director with the Board's permission. The Board agreed to have Dr. Kasyan move forward with this matter.

Meeting with
Rev. Blanchett,
St. Denis

Potential
Academies

Additional
Space /
Alternate
School

School Choice

Weight
Training &
Nutrition
Coach

Mrs. Garrett-Muly asked to make sure that the person be responsible to care for the equipment in the weight room and create specific programs for the individual teams and individual team members. Dr. Kasyan was in agreement with this recommendation.

This concluded Dr. Kasyan's report.

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

Recommend approval and acceptance of the Superintendent's Reports.

Motion was made by Mr. Campbell, seconded by Mr. Sorino, to approve and acceptance the Superintendent's Report.

Discussion: None

Roll Call Vote: Ayes (9); Nays (0); Absent (3) Mr. Furey, Mr. Gardner and Mr. Vitale

MOTION CARRIED

12. Student Board Representative Report - reported earlier

Mr. Pellegrino opened the public forum on agenda items and read the following statement.

13. 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.

Jeanne Walsh, 356 Cedar Avenue, Manasquan – Mrs. Walsh said that she was 100% against allowing St. Denis students to attend Manasquan Elementary School. She said these students have home schools to return to and allowing a discounted tuition rate is setting precedence. She said families have been denied the opportunity to attend at a discounted rate in the past.

Carl Straub, 27 Willow Way, Manasquan – Mr. Straub questioned the blue tarps that are hanging on the fence near the band room and behind the bleachers. Dr. Kasyan said the tarps were put up for the football games and will be removed by the end of the week. He said the tarps will be used again during next year's football season.

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

Weight
Training &
Nutrition
Coach
(continued)

Approval of
Supt's Report

Public Forum
on Agenda
Items

Mr. Pellegrino asked if there were any items that needed to be separated from the Manasquan Motions – Items #14 - #25. He asked for a motion to approve Items #14 - #25.

Motion was made by Mr. Campbell, seconded by Mr. Walsh, to approve Manasquan Items #14 - #25, with the amendment to Item #15.

Discussion: Mrs. Walsh confirmed that the change to the District Organizational Chart - Item #15 – relating to the grant writer position box would be addressed as previously discussed earlier in the meeting.

Mrs. Garrett-Muly questioned Item #14 - the purchase of computers for St. Denis even though it is closing in June. Mrs. Coates said that this purchase is through their non-public technology allotment for the 2014-2015 school year and St. Denis is entitled to these funds.

Roll Call Vote: Ayes (9); Nays (0); Absent (3)

MOTION CARRIED

14. Recommend approval of the purchase of one (1) Dell Latitude 3440 Computer from Dell by Middlesex Regional Education Services Commission for St. Denis School under the N.J. Nonpublic School Technology Initiative Program, in the amount of \$500.00.

15. Recommend approval of the District Organizational Chart as per **Document D.** (*The Board of Education hereby approves the District Organizational Chart as created by the Superintendent to fulfill one of his qualitative goals.*)

16. Recommend approval of Jenna Glennon, M.A.T., BCBA, (JLMABA, LLC) to provide a Functional Behavioral Assessment, for student #2285, not to exceed \$2,500.00.

17. Recommend approval to **rescind** (motion of 11/25/14 minutes) for Speech services provided by Somerset County Educational Services Commission for student number #191390, for the 2014-2015 SY, for every other week for 60 minutes at a rate of \$90.00 per hour +6% administrative fee (total amount not to exceed \$2,130.00).

18. Recommend approval to revise **Bylaw #0164 - Conduct of Board Meeting** by removing the Public Forum portion before Old Business/New Business as per **Document E.**

19. Recommend approval for Chris Anderson from The College of New Jersey (iSTEM) to provide a full day workshop for the K-8 STEM Committee on January 26, 2015 in the amount of \$1,500.00.

20. Recommend approval to create a Middle School Field Hockey Team to begin in the 2015-2016 SY and an invitation to the sending districts to participate. A board resolution from the sending district is required indicating they will cover the cost of the uniform for their student and their insurance will provide coverage for their students as per **Document F.**

Personnel

21. Recommend approval of the Elementary School personnel as per **Document G.**

Manasquan
Motions –
Items #14 - #25

Non-Public
Technology –
St. Denis

District
Organizational
Chart
Document D

J. Glennon
Functional
Behavioral
Assessment

Rescind
Somerset
County ESC
Speech Services

Bylaw #0164
Conduct of Bd.
Mtg. – Doc. E

C. Anderson
iSTEM
Workshop

Middle School
Field Hockey
Team
2015-2016 SY
Document F

Personnel
Document G

Professional Days

22. **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 5, 2014	Colleen Graziano, Kim Craig, Kindle Kuriscak, Andy Manser, Teresa Reichy, Cathy Taft, Christin Walsh	Millstone Township	Preparing for PARCC: MC3 Fall Summit	Yes - 4	\$79 each registration \$15.50 each mileage
December 12, 2014	Andrea Trischitta	Woodmere Middle School, Eatontown	Gifted & Talented Consortium meeting	Yes	None
January 9, 2015	Joan Akins	New Brunswick	Strategies to Integrate SLP into the Classroom Workshop	No	\$235 registration \$24.80 mileage
February 4, 2015	Brianna O'Hara, Kristine Sliwoski, Amelia Gliddon, Jillian	Newark	Fast Track to PARCC Success Workshop	Yes - 4	\$229 each registration \$30.38 mileage

E.S.
Professional
Days

Student Action

Field Trips

23. **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 11, 2014	Marc Reid	Stem	Avon Elementary	Hands-On Minds-On STEM Day	Yes	None	Parent transporting students
January 16, 2015	Andrea Trischitta	7 th & 8 th Grade Language Arts	Sea Girt Elementary School	Poetry Slam	No	None	None
February 2015	Laura Wahl	6 th Grade Science	Middletown Arts Center/Buehler Challenge Science Center	Gifted & Talented convocation on astronomy	Yes	None	None

E.S. Field Trips

24. **Placement of Students on Home Instruction**

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

#272547 Kindergarten December 1, 2014 – TBD (Medical)

E. S. Home
Instruction

25. 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 **November 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, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,602,067.66** 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 **November 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 **November 30, 2014** per **Document H**, as well as the **October 2014** investment report (inadvertently omitted last month). (The Treasurer of School Moneys Report for the month of **November 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 **November 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 **November and December** as recommended by the Superintendent of Schools, as per **Document H**.

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

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

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

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,398,238.15** for the month of **December 2014** be approved. Records of, checks (**#35568 - #35648**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **November 2014** at **\$2,493,755.59** and checks (**#35366 - #35567**).

Financial Reports

Secretary's Certification

District Taxes

Acceptance of Secretary's Certification

Secretary's Financial & Investment Report Document H

Budget Certification Document H

E.S. Central Funds Report Document I

Purchase Orders Document J Cafeteria Report – Doc. K

Bills

Confirmation of Bills

Mr. Pellegrino asked if there were any items that needed to be separated from the Manasquan/Sending District Motions – Items #26 - #48. He asked for a motion to approve Items #14 - #25.

Motion was made by Mr. Walsh, seconded by Mr. Sorino, to approve Manasquan/Sending District Items #26 through #48.

Discussion: None

Roll Call Vote: Ayes (9); Nays (0); Absent (3) Mr. Furey; Mr. Gardner and Mr. Vitale

MOTION CARRIED

26. Recommend approval of the following off-site facilities to be used for practices and inclement weather practices during the 2014-2015 school year at no cost to the district:

- Township of Wall - Indoor Facility – Bailey Corner Road, Wall NJ
- Township of Wall - Rash Field – Highway 71, Wall, NJ
- Baseball University – Route 524, Howell, NJ

27. Recommend approval of the following Energy Conservation Resolution with Cenergistic, Inc.:

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy conservation policy to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Cenergistic. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. A designated campus Administrator will be accountable for energy conservation on his/her campus with Energy Specialist teams conducting energy audits and providing timely feedback.
2. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Cenergistic will implement its energy conservation program primarily through an energy management team led by the Energy Specialist(s) in accordance with “Energy Guidelines” that will be adopted by administration and will define the “rules of engagement” for our energy program.
4. Accurate records of energy consumption and cost will be maintained by the Energy Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

*Manasquan/
Sending
District
Motions
Items #26 - #48*

*Off-Site
Facilities for
athletic
practices*

*Energy
Conservation
Resolution –
Cenergistic,
Inc.*

Whereas the Board is responsible for overseeing the operations and fiscal accountability of each institution under its governance,

Whereas the Board embraces energy conservation and desire for the District to become a nationwide institutional leader in energy conservation as part of our social responsibility to respect our natural resources,

Whereas the Board has engaged Cenergistic to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the District,

Therefore, the Board directs the President/Superintendent and his/her agents to develop and implement short and long range strategies to maximize energy conservation.

28. Recommend approval of the EnergyCAP annual software license, in conjunction with the energy conservation plan with Cenergistic, Inc., in the annual amount of \$6,650 for years 1 through 3 and the annual amount of \$2,593 for year 4 and each year thereafter.

29. Recommend approval of the Change Order #1 to the contract between Tex-Net, Inc. and the Manasquan Board of Education (due to contractual stipulation if we hit water, in the amount of \$1,800, as per **Document 1**).

Original Contract Amount: \$19,980.00

Change Order #1: 1,800.00

Revised Contract Amount: \$21,780.00

30. Recommend approval of the Professional Services Proposal for Pre-Referendum Engineering Services from Edwards Engineering Group, Inc., in the amount not to exceed \$7,800.00, as per **Document 2**.

31. Recommend approval of the Fee Agreement between McManimon, Scotland & Baumann, L.L.C. and the Manasquan Board of Education, to provide the services of District Bond Council, for the 2015 calendar year, as per **Document 3**.

32. Recommend approval of the Natural Gas Supply Service Contract with Compass Energy Gas Services, LLL, as awarded through our participation in the Alliance for Competitive Energy Services (ACES) program, as per **Document 4**.

33. Recommend approval of the purchase of formal wear from Stage Accents, Northvale, NJ, for the High School Chorus, in the amount of \$4,681.25. Cost to be reimbursed by the High School Chorus.

34. Recommend approval of the **Memorandum of Agreement** with Law Enforcement Officials and the Manasquan School District for the **2014-2015** School Year (on file at the Board of Education office).

*Energy
Conservation
Resolution –
Cenergistic,
Inc.
(continued)*

*EnergyCAP
Software
License*

*Tex-Net, Inc.
Change Order
#1
Document 1*

*Edwards
Engineering
Pre-Ref. Svcs.
Document 2*

*McManimon,
Scotland &
Baumann –
Bond Council
Document 3*

*Compass
Energy Gas
Svcs. – (ACES)
Document 4*

*Stage Accents
H.S. Chorus
formal wear*

*Memo of
Agreement –
Law
Enforcement
Officials
2014-15SY*

35. Recommend approval of the following job descriptions as per Document 5.

- **Administrative Assistant to the Business Administrator/Board Secretary**
- **Bookkeeper**
- **Payroll Clerk**
- **Accounts Payable Clerk**
- **Network Engineer**
- **Energy Specialist**
- **Administrative Assistant to the Superintendent**
- **Child Study Team Secretary**
- **Manager of Educational Facilities**
- **Custodian Supervisor**
- **Cafeteria Workers**
- **K-12 Lead Teacher**
- **Director of Curriculum**
- **Food Services Manager**
- **Technology Integration Coach**
- **Grant Writer**

*Job
Descriptions
Document 5*

36. Recommend approval of the revised job descriptions as per Document 6.

- **Supervisor of Special Services**
- **Supervisor of Instruction – 12 Months**
- **Director of Technology**

*Revised Job
Descriptions
Document 6*

37. Recommend approval to accept a donation from Cengage Learning of 50 Larson Calculus textbooks to be used in the AP Calculus classes.

*Donation from
Cengage
Learning*

38. Recommend approval to enter into an agreement with Hunterdon County Educational Services Commission to participate in the Cooperative Pricing System as per Document 7. There is no charge to become a member.

*Hunterdon Cty.
ESC – Co-op
Pricing System
Document 7*

39. Recommend approval to acquire and to finance equipment by means of a lease purchase in an amount not to exceed \$120,000.00 as per Document 8.

*Lease Purchase
Document 8*

40. Recommend approval to create a new position in the Technology Department for the 2014-2015 SY:

- **Technology Specialist – TCN.HS.TECH.NA.04**

*Technology
Specialist
Position*

41. Recommend approval to purchase a Nimble ES1-H85 storage shelf, including co-terminus support, for an amount not to exceed \$45,000.00 from CDW-G through the MRESC State Approved Cooperative COOP #65MCESCCPS Bid #13/14-04.

*Nimble ES1-
H85 Storage
Shelf – MRESC
Co-op purchase*

42. Recommend approval to dispose of the following obsolete items as per Document 9.

*Obsolete Items
Document 9*

Personnel

43. Recommend approval of the High School personnel as per Document 10.

*H.S. Personnel
Document 10*

Professional Days

44. **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>
January 7, 2015	Ellen Frederick	St. Peter's Univ., Jersey City	The Assoc. of Mathematics Teachers of NJ Annual Conference	Yes	\$149 registration \$46.19 mileage
January 14, 2015	Chryseis McHugh	Lacey Township High School	BioConnect Curriculum Workshop	Yes	\$16 mileage
January 22, 2015	Sean McCarthy	Forsgate Country Club	District Test Coordinator Training	No	\$20.17 mileage
January 29, 30, 2015	Frank Scott Jamie Egan	Atlantic City	NJASA Techspo	No	\$395 registration for both \$44.02 each mileage

H.S.
Professional
Days

Student Action

Field Trips

45. **No field trips to approve at this time.**

H.S. Field Trips
(no report)

46. **Placement of Students on Home Instruction**

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

#172094	Grade 10	November 26, 2014 – TBD (Medical)
#151106	Grade 12	November 25, 2014 – TBD (Medical)
#1860	Grade 12	December 9, 2014 – TBD (Medical)

H.S. Home
Instruction

47. **Placement of Students Out of District**

Recommend approval of the revised out of district placement list, as recommended by the Child Study Team as per **Document 11.**

H.S. Out of
District
Placements
Document 11

Financials

48. **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **November 30, 2014** as per **Document 12.**

Financials
H.S. Central
Funds Report
Document 12

49. **Public Forum** – to be held after Old/New Business.

Public Forum

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

50. **Old Business/New Business**

Old Business
New Business

Under New Business – Mrs. Garrett-Muly asked if we could look into how the district is evaluated in the state rankings in the New Jersey Monthly Magazine and if someone could evaluate the district's strengths and weaknesses.

Dr. Kasyan said that he is reaching out to New Jersey Monthly to find out what the criteria is and what process is involved regarding completion of surveys for them. He will speak to the administrators and bring this back to the Board at the January Committee of the Whole meeting.

Mr. Pellegrino opened the second Public Forum on any items on or off the agenda. There were no questions or comments from the public.

Public Forum

51. Public Forum

Mr. Pellegrino asked for a motion to adjourn.

Motion was made by Mr. Campbell, seconded by Mrs. Bossone, and approved by voice vote of all those present in favor to adjourn the meeting at 9:42 p.m.

Adjournment

52. Adjournment

Motion to Adjourn

Respectfully submitted,



Lynn Coates

School Business Administrator/Board Secretary