# **BOARD OF EDUCATION**

Borough of Manasquan

The Regular Public Meeting of the Manasquan Board of Education was held in the Manasquan High School Media Center, 167 Broad Street, New Jersey, on Tuesday, May 26, 2015.

The Board President, Mr. Pellegrino, called the meeting to order at 6:03 p.m. and read the Opening Statement.

#### 1. Call to Order

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

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

## 2. Pledge of Allegiance

#### 3. Roll Call

Martin Burns Eugene Cattani Kenneth Clayton - absent Linda DiPalma Mark Furey (Belmar) - absent Erik Gardner (SLH) Heather Garrett-Muly

Thomas Pellegrino

Colleen Smith – absent

Alfred Sorino Tedd Vitale (Brielle)-absent

James Walsh

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Michael Gross, Board Attorney; Sandi Freeman, Recording Secretary; Shane McNamara, Student Board Representative. Absent: Craig Lapham, Student Board Rep.

Mr. Pellegrino said both Mr. Clayton and Mr. Furey informed him that they were traveling.

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

### 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 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.

Call to Order

Pledge of Allegiance

Roll Call

Mission Statement

Statement to the Public

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

Acceptance of Minutes

6. Recommend acceptance and approval of the minutes of the Committee of the Whole Meeting and Closed Executive Session of April 21, 2015 and the Regular Public Board of Education Meeting and Closed Executive Session of April 28, 2015. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed executive session no longer exists.

Motion was made by Mr. Burns, seconded by Mr. Walsh, to approve the minutes as specified in Item #6.

Discussion: None

Roll Call Vote: Minutes of April 21, 2015: Ayes (8); Nays (0); Absent (4) Mr. Clayton; Mr. Furey; Mrs. Smith; Mr. Vitale

Minutes of April 28, 2015: Ayes (7); Nays (0); Abstain (1) Mr. Walsh, Absent (4) Mr. Clayton, Mr. Furey; Mrs. Smith, Mr. Vitale MOTION CARRIED

Mr. Pellegrino asked Shane McNamara to give the Student Board Representative Report.

#### 7. Student Board Representative Report

Shane began his report by congratulating the new executive board of the Key Club. He reported that the Key Club has been participating in various organizations such as the Brielle Recreation's North vs. South Challenge, assisting at the monthly Elks breakfasts; the Ocean Dance Force at the Algonquin Theatre and events at the Brielle Women's Club. He said that throughout the summer members will give their time at events such as Shakespeare in the Park in Spring Lake and the Manasquan Firemen's Fair. He said that next year they are planning on helping the Union Landing Historical Society's Brielle Day as well as the Fallen Heroes Memorial 5K that will benefit the Brennan Stands Alone Foundation to directly support the mission of the NJFMBA foundation to secure the wellbeing of the widows and children of fallen heroes.

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

#### 8. Presentations

Dr. Kasyan began by complimenting the board for their student centered focus and desire to commend those who achieve excellence as part of the student body. He thanked the board for giving him the opportunity to do this every month. Dr. Kasyan explained the process involved in the selection of the students of the month. He introduced and congratulated the High School and Elementary Students of the Month for April and presented them with a certificate.

<u>High School Students of the Month for April</u> – Jeffrey Hall, Senior – Sabrina Muscato, Junior – Christopher Driscoll, Sophomore – Sarah Brennan, Freshman

# Elementary Student of the Month for April - Riley Bresnahan

Dr. Kasyan introduced and congratulated Jason Bryant for being selected as the high school teacher of the month for April. Dr. Kasyan focused on some of the things that Mr. Bryant has been actively engaged in as a James Madison Memorial Fellowship selection committee member.

High School Teacher of the Month for April - Jason Bryant

Minutes

Student Board Representative Report

Presentations

Students of the Month

Teacher of the Month Dr. Kasyan recognized the members of the Manasquan Elementary School Education Foundation and thanked them for assisting the educational institution by raising funds and presenting these funds in the form of grants to members of the elementary school staff.

# <u>Grant Award Presentation</u> – by the Manasquan Elementary School Education Foundation

Dr. Kasyan continued with his Superintendent's Report and provided information on the Enrollment for the month of April, as specified in **Document** A. He also reported on the Attendance Comparison, Fire Drill Reports, Suspensions and Tardy Reports, as specified in **Document B** and the HIB Report, as specified in **Document C**. Dr. Kasyan pointed out that the conducted drills satisfy state statues.

# 9. Superintendent's Report & Information Items

- Enrollment **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports— <u>Document B</u>
- HIB Report **Document C**

Recommend approval and acceptance of the Superintendent's Reports.

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

Discussion: None

Roll Call Vote: Ayes (8); Nays (0); Absent (4) Mr. Clayton; Mr. Furey; Mrs. Smith, Mr. Vitale MOTION CARRIED

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

# 10. 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.

Rich Read, 38 Elizabeth Avenue, Manasquan – Mr. Read reported that Shane McNamara broke the school's 400 record this weekend and came back the next day and became the Central Jersey Group Two Sectional Champion in the 800.

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

Mr. Pellegrino asked if the board would be in agreement to group Manasquan General Items #11 through #28. With the approval of the board, Mr. Pellegrino asked for a motion to approve Manasquan General Items #11 through #28.

M.E.S. Grant Award

Superintendent Report

Enrollment Document A

Attendance, Fire Drills, Suspensions & Tardy Reports Document B

HIB Report Document C

Public Forum on Agenda Items Motion was made by Mr. Walsh, seconded by Mrs. Garrett-Muly, to approve Manasquan General Items #11 through #28.

Discussion: None

Roll Call Vote: Ayes (7); Nays (0); Absent (2) Mr. Clayton, Mrs. Smith MOTION CARRIED

Manasquan General Items #11 - #28

# <u>MANASQUAN</u>

## **General Items**

- 11. **Recommend** approval to proceed with **Revised** Plan A as outlined in the presentation dated May 19, 2015 provided by Garrison Architects and Edwards Engineering. **Revised** Plan A is inclusive, but not limited to: horseshoe bus loop, the athletic complex, Elementary School renovations, and the science lab at the High School, and is in the amount of \$24,481,000, as per **Document D**.
- 12. **Recommend** approval of the resolution providing for the submission of school facilities project application for improvements to the Manasquan Elementary School and the Manasquan High School and selection of debt service aid in support of such projects, as per **Document E.**
- 13. **Recommend** approval to submit the 2014-2015 Application for Extraordinary Aid in the amount of \$221,358.
- 14. **Recommend** approval of the revision to the Manasquan Board of Education meeting schedule changing the date of Combined Committee of the Whole & Regular Public Meeting to Tuesday, June 16, 2015 at 6:00 p.m. (Original date of June 23<sup>rd</sup> conflicts with the High School Graduation)
- 15. **Recommend** approval of the 2015-2016 Manasquan School District Tax Levy Revenue Schedule, as per **Document F**.
- 16. **Recommend** approval and acceptance of six (6) grant awards from the Manasquan Elementary School Education Foundation, totaling \$9,745, as per **Document G**.
- 17. **Recommend** approval of the contract for the Provision for a Before and After School Child Care Program between the Manasquan Board of Education and Monmouth-Ocean Educational Services Commission (MOESC) for the 2015-2016 and 2016-2017 school years, as per **Document H**.
- 18. **Recommend** approval of the amendment to the 2014-2015 NCLB Grant up to \$20,391 from Professional and Technical Services to Other Purchased Services in Title II Part A.
- 19. **Recommend** approval of the Superintendent's Quantitative Merit Goal focused on STEM training.

Referendum Revised Plan A Document D

School Faculties Project Application

2014-15 Application for Extraordinary Aid

Meeting Schedule Revision

2015-16 District Tax Levy Revenue Schedule Document F

MEs Grant Awards Document G

MOESC After School Program Document H

2014-15 NCLB Grant Amendment

Supt. Quantitative Merit Goals

- 20. **Recommend** approval of the Settlement Agreement (File #77849 ELH) which reimburses \$20,000.00 to parent in addition to a payment of \$30,000.00 by New Jersey School Insurance Group (NJSIG) for attorney fees (student # 2285) (Contract to be reviewed and approved by Board Solicitor.
- 21. **Recommend** approval to appoint Penn Serv Plan Services, Inc. for the purpose of providing third party administrator services at no cost to the district.
- 22. **Recommend** approval to use the Inmate Labor Program offered by the Monmouth County Sheriff's Office for the week of August 3, 2015. Outside work to be performed includes painting parking lot curb/lines, and landscaping.

## Personnel

23. Recommend approval of the Elementary School personnel as per <u>Document I</u>.

# **Professional Days**

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

<u>Date</u>	Name	<u>Destination</u>	Purpose	Sub	Cost
May 19, 2015	Andrea Trischitta Lisa Kukoda	Hillsdale, NJ	I:1 Technology Site Visit	Yes, 2	Mileage - \$47.80 each
June 1, 2015- June 1, 2016	Stacey Ramirez	Wilson Academy	Certification – Wilson Reading Program	No	None (IDEA Grant funds)

# **Student Action**

#### Field Trips

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

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destinatio</u> <u>n</u>	Purpose	<u>Su</u> <u>b</u>	Other Board Costs	Other Fund
June 18, 2015	Laura Wahl	7/8	Manasquan Beach	Beach Clean up	Ye s,1	None	None

# Placement of Students on Home Instruction

26. No recommendations at this time.

#### Placement of Students Out of District

27. Recommend approval of the Extended School Year 2015 out of district placement list, as recommended by the Child Study Team as per <u>Document J.</u>

### Secretary's Report

28. 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 April 30, 2015 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.

Legal Settlement Aareement

Penn Serv Plan Services

Inmate Labor Program

E.S. Personnel Document I

E.S. Professional Days

E.S. Field Trips

E.S. Home Instruction

Out of District
Placements
Document I

Financial Reports

Secretary's Certification Be it Resolved; that the amount of district taxes, inclusive of debt services requirements, needed to meet the obligations of this Board for the next eight weeks is <u>\$2,652,876.50</u> 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 **April 30, 2015** 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 April 30, 2015 per <u>Document K</u>. (The Treasurer of School Moneys Report for the month of April 2015 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 **April 30**, **2015** 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 **April and May** as recommended by the Superintendent of Schools, as per **Document K**.

Recommend acceptance of the Elementary School Central Funds Report for the month ending April 30, 2015 as per <u>Document L</u>.

Purchase Orders for the month of May 2015 be approved, as per Document M.

Recommend acceptance of the Cafeteria Report as per Document N.

Be It Resolved: that the Bills (Current Expense) in the amount of \$1,188,700.65 for the month of May 2015 be approved. Records of, checks (#36261 - #36267) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for April 2015 at \$2,106,415.00 and checks (#36113 - #36260).

Mr. Pellegrino asked if the board would be in agreement to group Manasquan/Sending District General Items #29 through #40. With the approval of the board, Mr. Pellegrino asked for a motion to approve Manasquan/Sending District General Items #29 through #40.

Motion was made by Mrs. DiPalma, Seconded by Mr. Cattani, to approve Manasquan/Sending District General Items 329 through #40.

Discussion: None

Roll Call Vote: Ayes (8); Nays (0); Absent (4) Mr. Clayton, Mr. Furey, Mr. Vitale, Mrs. Smith MOTION CARRIED

District Taxes

Acceptance of Secretary's Certification

Secretary's
Financial &
Investment
Report
Document K

Budget Certification Document K

E.S. Central Funds Report Document L

Purchase Orders Document M

Cafeteria Report Document N

Bills

Confirmation of Bills

Manasquan / Sending District General Items #29 - #40

# MANASQUAN/SENDING DISTRICTS

# **General Items**

- 29. Recommend approval to utilize the Quiply App as a fundraiser tool at no cost to the district.
- 30. **Recommend** approval to purchase Dell Venue 11 Tablets (420) from Dell Computer in the amount of \$249,198.60. NJ State Contract #70256 WSCA/NASPO.
- 31. **Recommend** approval to acquire and to finance by means of a fair market value lease 305 Dell Venue 11 Tablets in an amount not to exceed \$180,965.65, through Dell Financial Services.
- 32. **Recommend** approval of the LTD Conversation Request for Participation and Joinder Agreement with Aetna that will provide continuous coverage of the participating employee upon conclusion of employment at the Manasquan School District. This is a voluntary employee paid plan.
- 33. **Recommend** approval of the acceptance of the New Jersey Schools Insurance MOCSSIF Sub Fund 2015 Safety Grant, in the total grant award of \$1,908. These funds will be used to purchase additional wireless radios for the administrative/athletic staff to improve the overall safety and security in both school buildings and athletic fields.
- 34. Recommend approval of the following substitute(s) for the 2014-2015 SY:

Megan Teufel

Teacher

Justin Morello

Teacher (pending fingerprint archive)

- 35. **Recommend** approval of the Manasquan High School Final Exam Schedule as per <u>Document 1</u>.
- 36. Recommend approval of the High School personnel as per Document 2.

#### **Professional Days**

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

<u>Date</u>	Name	Destination	Purpose	Sub	Cost
May 12, 2015	Amy Edwards Erin O'Connor	MHS	Engineering Academy Planning Day	Yes	None
August 4, 2015	Lynn Coates	Mays Landing, NJ	School Safety and Cooperative Purchasing	No	Registration-\$228.00
June 12, 2015	Lynn Coates	Monroe Township	MOCSSIF Training	No	\$20.03 Mileage
June 22-26, 2015	Kevin Hyland	St. Louis	NATA Clinical Symposium	Yes	REVISED from 4/28 approval Mileage - \$50.91 Parking - \$44.00

Quiply App

Dell Venue II Tablets Purchase

Lease Purchase of Dell Venue II Tablets

LTD
Conversation
Request for
Participation
and Joinder
Agreement
Aetna

MOCSSIF Sub Fund 2015 Safety Grant

2014-2015 Substitutes

H.S. Final Exam Schedule Document 1

H.S. Personnel Document 2

H.S. Professional Days

					Food - \$ 264.00
June 5, 2015	Leigh Busco	Wayne Hills High School	"Be Proud" program	No	\$22.23 Mileage
May 14, 2015	Paul Battaglia	Erie, PA	Authoring AP Calc Textbook	Yes	Publishing Company Paid
May 19, 2015	Carol Anderson Barbara Kerensky Jason Bryant Brett Lomas Jesse Place	Hillsdale, NJ	1:1 Technology Site Visit	Yes,	Mileage - \$47.80 each

H.S. Professional Days (continued)

H.S. Field Trips

# **Student Action**

### Field Trips

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

<u>Date</u>	<u>Name</u>	Subject	Destinatio n	Purpose	<u>Su</u> <u>b</u>	Other Board Costs	Other Fund
May 29, 2015	Jamie Onorato	11/12 Yearbook	Donovan Catholic	Yearbook Design	1	\$250 bus (1)	None
June 2, 2015	John Driscoll	Academy of Finance	Brookdale Community College	Victory Leadership Speakers	3	\$700 buses(2)	None
June 4, 2015	John Driscoll	Academy of Finance	Monroe, NJ	Make-A- Wish Foundation	3	\$300 bus	Academ y of Finance Account
June 8, 2015	Jill Santucci	Peer Leaders	Shark River Park	Integration- group environment	2	\$700 buses(2)	None
June 12, 2015	John Driscoll	Academy of Finance	Monmouth Mall	Mall Operations	3	\$600 buses(2)	Academy of Finance Account
June 11, 2015	Lisa Crowning	AP – Biology	Mutter Museum- PA	Medical information and career	2	\$350 bus	Student funds
June 12, 2015	Maria Eldridge	Senior Trip	Frogbridge	Senior Class Trip	7	\$ 525(3 buses)	Student funds
June 10- <b>16</b> , 2015	Kris Buss	Surf Team	California	National Surfing Competition	1	Chaperone - personnel compensation	Club Funds

## Placement of Students on Home Instruction

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

#172449	Grade 10	April 29, 2015 - TBD (Hospitalization)
#082231	Grade 9	May 18, 2015 – June 23, 2015 (Medical)
#182406	Grade 9	May 14, 2015 – June 23, 2015 (Hospitalization)

#### **Financials**

40. Recommend acceptance of the following High School Central Funds Report for the month ending April 30, 2015 as per <u>Document 3</u>.

Dr. Kasyan said with the approval of the high school personnel it gives him great pleasure to introduce Allyson Griffith, who was appointed to the position of High School World Language Teacher. Dr. Kasyan said that Mr. Coppola found her interview to be one of the best that he ever had with an excellent demonstration lesson. Ms. Griffith introduced herself to the board and said

H.S. Home Instruction

H.S. Central Funds Report Document 3 that she is very excited and looking forward to working with the students and staff at the high school.

Mr. Pellegrino asked if there was any Old or New Business.

### 41. Old Business/New Business

Mrs. Garrett-Muly asked how the Quiply APP would be introduced to the parents. Dr. Kasyan said that the company takes care of providing information to the parents and he expects to hear from them to set up a meeting to go over the details of the program.

Mr. Pellegrino opened the second Public Forum.

# 42. Public Forum

Rich Bartholomew, 121 Lake Avenue, Manasquan — Mr. Bartholomew said he was glad that the board approved the purchase of the Dell computers. He expressed concern with the use of books on computers not being utilized to the fullest and believes this is absolutely critical to make for a successful program. He suggested that some leverage be put on Dell to see if they would work on a pilot program with the district to get textbooks on the computers.

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

Mr. Pellegrino said there was no need for the board to enter into Executive Session and asked for a motion to adjourn.

## 43. 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:

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

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

Old / New Business

Public Forum

Executive Session

# MINUTES - May 26, 2015

Motion was made by Mrs. DiPalma, seconded by Mrs. Garrett-Muly, and approved by voice vote of all those present in favor to adjourn the Regular Public Meeting at 6:30 p.m.

44. <u>Adjournment</u> Motion to Adjourn

Respectfully submitted,

School Business Administrator/Board Secretary

Adjournment