

BOARD OF EDUCATION
Borough of Manasquan

The Reorganization Meeting of the Manasquan Board of Education was held in the Manasquan High School Charles Raffetto Media Center, 167 Broad Street, Manasquan, New Jersey, on Wednesday, January 3, 2018.

The Board Secretary, Lynn Coates, called the meeting to order at 6:00 p.m. and read the Opening Statement. Mrs. Coates wished everyone a Happy New Year and thanked them for attending this evening's meeting.

1. Call to Order (by Lynn Coates, School Business Administrator/Board Secretary)

Call to Order

Opening Statement: Pursuant to New Jersey Administrative Code, Title 10, Chapter 4, Subchapter 10, notice of this meeting has been provided by publication in the Asbury Park Press, and the Coast Star and posted in the Borough Hall of Manasquan and in the schools within the time limits prescribed by law.

Mrs. Coates requested that everyone join in the Pledge of Allegiance.

2. Pledge of Allegiance

Pledge of Allegiance

Mrs. Coates reminded the board that the Code of Ethics would be reviewed this evening, Item #39 on the agenda, and asked if they would sign and return the Acknowledgement of Receipt of the Code of Ethics for School Board Members to her prior to leaving this evening.

Mrs. Coates administered the Oath of Office to Mr. Bolderman and Mr. Cattani. Mr. Hoverter was unable to attend this evening's meeting and Mrs. DiPalma is expected to arrive shortly.

3. Oath of Office

- Bruce Bolderman
- Eugene Cattani
- Linda DiPalma
- Terence Hoverter

Oath of Office

Let the minutes reflect that Mrs. DiPalma arrived at 6:03 p.m. Mrs. Coates administered the Oath of Office to her at this time.

4. Roll Call

Bruce Bolderman	Linda DiPalma	Thomas Pellegrino
Donna Bossone	Terence Hoverter – absent	Alfred Sorino
Eugene Cattani	Joseph Loffredo	Colin Warren

Roll Call

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

Mrs. Coates referred to the November 7, 2017 election results. She congratulated the newly elected board members.

5. Results of Election: November 7, 2017

A. Board of Education Candidates

(3) 3-year full terms	Eugene Cattani	1176 votes
	Terence Hoverter	1135 votes
	Bruce Bolderman	101 votes (write-in)
		57 votes (bulk write-in)

Results of Election

(1) 1-year unexpired term Linda DiPalma 1172 votes
42 votes (bulk write-in)

Results of
Election
(continued)

Eugene Cattani, Terence Hoverter and Bruce Bolderman were elected as members of the Manasquan Board of Education – Three Year Full Term and Linda DiPalma was elected as a member of the Manasquan Board of Education – One Year Unexpired Term

Mrs. Coates reviewed the 2018 Manasquan Board of Education roster and terms of office.

2018 Manasquan Board of Education

2018 Board
Roster

<u>Board Members</u>	<u>Term of Office</u>
Bruce Bolderman	January 2018 – December 2020
Donna Bossone	January 2016 – December 2018
Eugene Cattani	January 2018 – December 2020
Linda DiPalma	January 2018 – December 2018
Terence Hoverter	January 2018 – December 2020
Joseph Loffredo	January 2017 – December 2019
Thomas Pellegrino	January 2016 – December 2018
Alfred Sorino	January 2017 – December 2019
Colin Warren	January 2017 – December 2019

Mrs. Coates moved on to the next order of business and opened the floor for nominations for the office of Board President for the period beginning this evening to the next reorganization meeting – Item #6.

MANASQUAN/SENDING DISTRICT MOTIONS

Nominations
for office of
Board
President

Mr. Sorino nominated Mr. Pellegrino. Mrs. Coates asked if there were any other nominations. Mrs. Coates closed the floor hearing no additional nominations for the office of Board President and asked for roll call.

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

MOTION CARRIED

Election of
Thomas
Pellegrino as
Board
President

- 6. To nominate and elect a **President** of the Manasquan Board of Education for the period beginning January 3, 2018 and ending at the next organization meeting of the Board of Education.

Mrs. Coates congratulated Mr. Pellegrino and turned the meeting over to the newly elected president.

Mr. Pellegrino opened the floor for nominations for the office of Board Vice President. Mr. Cattani nominated Mr. Sorino. Mr. Pellegrino asked if there were any other nominations. Mr. Pellegrino closed the floor hearing no additional nominations for the office of Board Vice President and asked for roll call.

Nominations
for office of
Board Vice
President

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

MOTION CARRIED

Election of Fred
Sorino as
Board Vice
President

- 7. To nominate and elect a **Vice-President** of the Manasquan Board of Education for the period beginning January 3, 2018 and ending at the next organization meeting of the Board of Education.

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

8. Mission Statement

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

Mission Statement

9. Statement to the Public

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

Statement to the Public

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

10. Public Comment on Agenda

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 Comment on Agenda Items

Mr. Pellegrino closed the Public Comment on Agenda Items seeing no public participation.

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Items #11 through #42, not including #39.

MANASQUAN/SENDING DISTRICT MOTIONS (continued)

Motion was made by Mr. Loffredo, seconded by Mr. Warren, to approve Manasquan/Sending District Items #11 through #42, not including #39.

Discussion: None

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

MOTION CARRIED

- 11. Resolution:** to authorize the days, times and place of Board meetings and advertisement thereof, pursuant to the Open Public Meetings Law, C.231, P.L. 1975, in accordance with **Document A.**

Manasquan/Sending District Items #11 - #42

Meeting Dates Document A

- 12. **Resolution:** to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarian ending at the next organization meeting of the Board of Education.
- 13. **Resolution:** to approve the “sample” cover pages for the Regular Open Business Meeting, as per *Document B*.
- 14. **Resolution:** to designate *The Coast Star* and *The Asbury Park Press* as the official newspapers of the Manasquan Board of Education until the next organization meeting of the Board of Education.
- 15. **Resolution:** to approve the Manasquan Board of Education RFP/ Competitive Contracting Schedule, as per *Document C*.
- 16. **Resolution:** to appoint the following persons to positions specified for the period beginning January 4, 2018 and ending at the next organization meeting of the Manasquan Board of Education:

- Public Agency Compliance Officer (P.A.C.O): Lynn Coates
- Right to Know Officer: Matthew Hudson
- District Purchasing Agent & State Contract Purchasing Agent
Purchasing Agent – *Document F(1) & F(2)* Lynn Coates
- Custodian of Government Records & Public
Access to Records: Tara Hudson
- Custodian of Personnel Records: Jesse Place
- Treasurer of School Moneys: Patricia A. Christopher - \$4,500
- AHERA Coordinator & Asbestos Management
Officers to work with Environmental
Connection: Matthew Hudson
- District Vehicle Coordinator: Lynn Coates
- Indoor Air Quality designated district persons
to work with Michael McGuinness of RK
Occupational & Environmental Analysis Inc. Matthew Hudson
- Bloodborne Pathogens designated district
persons: Cheryl Bontales
Gina Melillo
- PEOSHA designated district person: Lynn Coates
- Americans With Disabilities designated
district person: Lesley Kenney
- Child Nutrition/Wellness designated
district person: District Level: Lynn Coates
Building Level: Rick Coppola or designee – MHS
Colleen Graziano or designee – MES
- District Homeless Liaison: Lesley Kenney
- Compliance Officer/Committee Coordinator under
Under P.L. 94-142 Sec. 504 NJ Rehabilitation Act 1973: Rick Coppola – MHS
Colleen Graziano – MES
- Basic Skills Instruction Person & Representative: Richard Kirk – MES
Donald Bramley – MHS
- Affirmative Action Officer/Gender Equality Officer
Officer/Title IX Justin Roach
- Affirmative Action Officer for Contracts: Lynn Coates
- Chemical Hygiene Officer: Craig Murin

*Roberts Rules
of Order*

*Agenda Cover
Page
Document B*

*Official
Newspapers*

*RFP/
Competitive
Contracting
Schedule
Document C*

*Appointment
to District
Positions*

- Safety & Health designated district persons: Lynn Coates or designee
 - IPM Coordinator: Matthew Hudson
 - SEMI Coordinator: Margaret Polak
 - IDEA Coordinator: Margaret Polak
Justin Roach
 - ESEA Coordinator: Justin Roach
 - ESL Coordinator: Donald Bramley
 - Anti-Bullying Coordinator: Donald Bramley
 - Anti-Bullying Specialist: Amy Young – MES
 - Anti-Bullying Specialist: Richard Read – MHS
 - School Safety Specialist: Dr. Frank Kasyan*
 - School Safety Officer: Tim Clayton
- *Rate of compensation subject to negotiation.

*Appointment
to District
Positions*

17. Resolution: To determine that there exists a need for the Professional Services of a Public School Accountant, a School Physician, Athletic Team Physicians, an Architect, an Engineer, Attorneys, a Bond Counsel, a Financial Advisor, a Medical Waste Service, Insurance Agents, and Physical and Occupational Therapists; and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until the next reorganization meeting, unless otherwise noted. All contracts will be reviewed by the board solicitor prior to execution.

*Professional
Services*

- Robert A. Hulsart & Company, Public School Accountant, \$12,500 (2017-2018 audit)
- Jersey Shore Sports Medicine, Dr. Rice, as School Physician, \$7,500.
- Garrison Architects, Architects of Special Projects, as per fee schedule, when needed.
- Edwards Engineering, P.E., Engineers of Special Projects, as per fee schedule, when needed.
- Kenny, Gross & Kovats, LLP, School Board Attorney, \$145.00 per hour.
- McManimon, Scotland & Baumann, LLC, Bond Counsel, as per fee schedule.
- Phoenix Advisors, LLC, Financial Advisor, as per fee schedule, when needed, from 1/1/18 to 6/30/18.
- Sterycycle, Inc., Medical Waste Transporter, on an as needed basis.
- Boynton & Boynton, Property/Liability Insurance Agent of Record.
- Brown & Brown Benefit Advisors, Medical Benefits Agent of Record, from 1/1/18 to 6/30/18.
- AA Physical Therapy at a rate of \$85.00 per hour.

18. Resolution: To determine that there exists a need for Extraordinary Unspecifiable Professional Services of an Asbestos Consultant, an Indoor Air Quality Consultant, a Safety Inspector/Repair Consultant, Integrated Pest Management Contractor and Cooperative Bidding Services and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified until the next reorganization meeting:

*Extraordinary
Unspecifiable
Professional
Services*

- Environmental Connection, as AHERA consultants, at a cost for an AHERA Six Month Inspection of the facilities at \$600 per inspection and the cost of \$65 per hour for monitoring and surveillance of asbestos. Rates for other services will be agreed upon before projects are undertaken.

- RK Occupational & Environmental Analysis, Inc., Mr. Michael McGuinness, designated person, at a rate agreed upon before projects are undertaken for IAQ services.
- Corby Associates, Inc., Mr. Michael J. Corby, C.P.S.I., designated person, at a rate agreed upon before projects are undertaken for inspection/repair of bleachers, gym and playground equipment.
- Allison Pest Control, designated Integrated Pest Management contractors, at a rate agreed upon before projects are undertaken for IPM.
- Alliance for Competitive Telecommunications (ACT), cooperative purchasing of telecommunications services.
- Alliance for Competitive Energy Services (ACES), cooperative purchasing of natural gas and electric services.

*Extraordinary
Unspecifiable
Professional
Services
(continued)*

19. Resolution: To approve the following Tax Shelter Annuity companies and brokers to provide Tax Shelter Annuity Salary Reduction Agreements – 403(b)'s: AXA Equitable; Mass Mutual with Wells Fargo Advisors; Lincoln Investment Planning and C & A Financial Group/Wealth Management Strategies until the next organization meeting of the Board of Education.

*Tax Shelter
Annuity
Companies*

20. Resolution: To designate Bank Depositories in accordance with *Document D* until the next organization meeting of the Board of Education.

*Bank
Depositories
Document D*

21. Resolution: To designate the persons authorized to sign checks, make transfers and make withdrawals as well as holders of petty cash funds in accordance with *Document D* until the next organization meeting of the Board of Education.

*Signators/
Transfers,
Petty Cash
Holders
Document D*

22. Resolution: To re-adopt the existing By-Laws of the Board and Policies and Regulations of the Manasquan Policy Manual including all subsequent revisions to date until the next reorganization meeting of the Board of Education.

*District By-
Laws*

23. Resolution: To approve the Standard Operating Procedure Manual/Internal Control Manual and the Purchasing Manual, as on file in the Board Office until the next organization meeting of the Board of Education.

*Standard
Operating
Procedure &
Purchasing
Manuals*

24. Resolution: To adopt the Doctrine of Necessity to ensure and preserve public confidence in school board members and school administrators, as per *Document E* until the next organization meeting of the Board of Education.

*Doctrine of
Necessity
Document E*

25. Resolution: To approve establishing bid threshold and authorizing certain action by the Business Administrator/Qualified Purchasing Agent, in accordance with *Document F(1)* until the next organization meeting of the Board of Education.

*Purchasing
Agent
Authorization
Document F(1)*

26. Resolution: To authorize the Business Administrator/Board Secretary to procure goods and services through state agency (state contracts) and purchasing consortiums and cooperatives (e.g. Ed Data, MRESC, HRESC) until the next organization meeting of the Board of Education, as per *Document F(2)*.

*Procurement –
State Contracts
Document F(2)*

27. Resolution: To designate the Business Administrator/Board Secretary as the School Funds Investor until the next organization meeting of the Board of Education.

*School Funds
Investor*

28. Resolution: To authorize the Superintendent and the Business Administrator/Board Secretary to implement the budget pursuant to local and state policies until the next organization meeting of the Board of Education.

*Implement of
Budget by
Supt. & SBA*

- 29. Resolution:** To authorize the Business Administrator/Board Secretary to pay bills prior to Board of Education approval until the next organization meeting of the Board of Education.
- 30. Resolution:** To approve the Superintendent or designee to authorize line item transfers until the next organization meeting of the Board of Education.
- 31. Resolution:** To appoint the Superintendent as the Board’s representative to the Monmouth-Ocean Educational Services Commission Representative Assembly until the next organization meeting of the Board of Education.
- 32. Resolution:** To approve the following persons as delegates to New Jersey School Boards Association:
Thomas Pellegrino, Delegate Linda DiPalma, Alternate Delegate
- 33. Resolution:** To authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education:
Dr. Frank Kasyan, Superintendent, for all available funds
Lynn Coates, School Business Administrator, for all available funds
Justin Roach, Supervisor of Instruction, for NCLB Grants
Margaret Polak, Supervisor of Special Services, for IDEA Grants
Rick Coppola, High School Principal, for Carl D. Perkins Grant
- 34. Resolution:** To designate the Superintendent and School Business Administrator/Board Secretary as the primary contact person(s) to the Board appointed attorneys and to authorize the Superintendent and School Business Administrator as the person(s) solely responsible to give the authority to other district employees to contact the Board appointed attorneys with regard to warranted matters until the next organization meeting of the Board of Education.
- 35. Resolution:** To approve the fee schedule for Requests for Public Records be set as follows: A copy of record(s) may be purchased by any persons upon payment of the fee provided by the amended legislation effective November 9, 2010 – \$0.05 per page for letter sized pages and smaller and \$0.07 per page for legal sized pages or larger. Electronic records are provided Free of Charge (i.e. records sent via e-mail or fax; and a charge for the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD) until the next organization meeting of the Board of Education.
- 36. Resolution:** To authorize the use of district vehicles by employees in accordance with the district vehicle use policy on file in the Central Administration office until the next organization meeting of the Board of Education.
- 37. Resolution:** To approve the Manasquan School District Organization Chart, as per **Document G** until the next organization meeting of the Board of Education.
- 38. Resolution:** To approve the Manasquan School District Chart of Accounts, as per **Document H**, until the next organization meeting of the Board of Education.

Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Item #39.

Motion was made by Mrs. Bossone, seconded by Mr. Loffredo, to approve Manasquan/Sending District Item #39.

Discussion: None

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (1) Mr. Hoverter MOTION CARRIED

*Payment of
Bills by SBA
Prior to Board
Approval*

*Authorization
of Line Item
Transfers*

*M-OESC
Representative*

*NJSBA
Delegate &
Alternative
Delegate*

*Grant
Application
Authorization*

*Attorney
Contact
Authorization*

*Public Records
Request – Fee
Schedule*

*Employee Use
of District
Vehicles*

*Organization
Chart
Document G*

*Chart of
Accounts
Document H*

*Manasquan/
Sending
District Item
#39*

39. Resolution: To adopt the New Jersey School Board “Code of Ethics” for school board members, in accordance with *Document I* and conduct the required discussion and training of the ethics laws in accordance with N.J.A.C. 6A:30 and 6:3 until the next organization meeting of the Board of Education.

“Code of Ethics” & Ethics Training Document I

40. Recommend approval to authorize the Superintendent of Schools to hire staff members in between scheduled board meetings and prior to board of education approval.

Authorization to Hire in between Board Meetings

41. Recommend approval to offer as voluntary plans the following health benefit options and further authorize the Business Administrator to set up an account with Benefits Wallet. This will allow the pretax contribution that funds the deductible to be withdrawn from our account to fund the employee debit card to pay for any services that require a deductible, as per *Documents J(1) & J(2)*:

Voluntary Health Benefit Plan Options Document J(1) & J(2)

- OMNIA 10 (with BlueCard)
- Horizon MyWay HSA Direct Access

42. Recommend approval of an agreement with Wall Township School District for the purpose of Manasquan Board of Education sending students to the Wall School District’s ROTC program.

Wall Township BOE ROTC Project Agreement

Mr. Pellegrino asked if there was any Old or New Business to come before the board. There was no old or new business presented by the board.

43. Old Business / New Business

Old Business

New Business

Mr. Pellegrino opened the second public forum. He closed the public forum seeing no public participation.

44. Public Forum

Public Forum

Mr. Pellegrino reported that the board would not be entering into executive session this evening.

45. Executive Session

Executive Session (N/A)

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 ___ 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

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___ 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.**

Mr. Pellegrino asked for a motion to adjourn the Reorganization Meeting.

Motion was made by Mr. Sorino, seconded by Mr. Loffredo, and approved by voice vote of all those present in favor to adjourn the Reorganization Meeting at 6:13 p.m. MOTION CARRIED

Adjournment

46. Adjournment

Motion to Adjourn

Respectfully submitted,



Lynn Coates

Board Secretary