

BOARD OF EDUCATION
Borough of Manasquan

The Combined Committee of the Whole and Regular Public Meeting of the Manasquan Board of Education was held in the Manasquan High School Charles Raffetto Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, January 22, 2019.

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

1. Call to Order

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

Call to Order

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

2. Pledge of Allegiance

Mr. Cattani asked Mrs. Coates to administer the Oath of Office to Donna Bossone, re-elected to the Manasquan Board of Education and Dennis Ingoglia, Sending District Board Representative from Brielle Board of Education. Mrs. Coates thanked and congratulated Mrs. Bossone and Mr. Ingoglia.

Pledge of Allegiance

3. Oath of Office

- Donna Bossone
- Dennis Ingoglia

Oath of Office

4. Roll Call

<i>Bruce Bolderman</i>	<i>Terence Hoverter</i>	<i>Alexis Pollock – arrived 6:07</i>
<i>Donna Bossone</i>	<i>Dennis Ingoglia (Brielle)</i>	<i>Alfred Sorino - absent</i>
<i>Martin Burns</i>	<i>Joseph Loffredo - arrived 7:00</i>	<i>Colin Warren</i>
<i>Eugene Cattani</i>	<i>Anne McGarry (SLH)</i>	

Roll Call

Dr. LaValva and Mr. Vitale, Brielle Board of Education Board Representatives, were not in attendance.

Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Gabrielle Pettineo, Board Attorney; Lesley Kenney, Director of School Counseling Services; Barbara Kerensky, Director of Curriculum and Instruction; Jesse Place, Director of Technology and Human Resources; Sandi Freeman, Recording Secretary; Mary Mills, Student Board Representative.

Finn Cuozzo, Kennedy Miller and Casey Campbell, Student Board Representatives were not in attendance.
Quorum Reached

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

5. Mission Statement

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

Mission Statement

6. 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. Cattani asked for a motion to accept and approve the minutes.

Motion was made by Mr. Bolderman, seconded by Mr. Hoverter, to accept and approve the minutes as specified in Item 7.

Discussion: None

Roll Call Vote for December 11, 2018 minutes: Ayes (6); Nays (0); Abstain (2) Mr. Burns, Mr. Ingoglia; Absent (3) Mr. Loffredo; Mrs. Pollock; Mr. Sorino

Roll Call Vote for January 3, 2019 minutes: Ayes (6); Nays (0); Abstain (2) Mrs. Bossone, Mr. Ingoglia; Absent (3) Mr. Loffredo; Mrs. Pollock; Mr. Sorino MOTION CARRIED

7. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of December 11, 2018 and the Reorganization Meeting and Closed Executive Session of January 3, 2019. 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.

Minutes

Mr. Cattani turned the floor over to Mary Mills for the Student Board Representative Report.

8. Student Board Representative Report

Student Board Representative Report

Ms. Mills reported that the Student Council had a very successful poinsettia sale this December. She said a positive comment on the benchmarks was that they were split up and that made preparing easier for the students. She said a negative was that the short notice of the testing made it difficult to adjust but hopefully this will work out better next year. She said that taking the benchmarks along with regular scheduled classes added stress since there was no break between benchmarks as in the past with only having exams and no other classes. Some students were concerned because there were no exemptions allowed if they had an A in the class.

Dr. Kasyan said that the intention of the benchmarks was to focus on not having the whole years' worth of work done at one time and to carry a small percentage of the class for that marking period to serve as an assessment and provide a cutoff point at a mark in the curriculum. Dr. Kasyan said he felt the benchmarks were another piece of the school day and this is why he did have the students leave school after the benchmark as with mid-terms.

Mr. Cattani asked for a motion to accept the Student Board Representative Report.

Motion was made by Mrs. Bossone, seconded by Mr. Warren, to accept the Student Board Representative Report.

Roll Call Vote: Ayes (8); Nays (0); Abstain (0); Absent (3) Mr. Loffredo, Mrs. Pollock, Mr. Sorino MOTION CARRIED

Mr. Cattani turned the floor over to Dr. Kasyan for the presentations.

Dr. Kasyan welcomed everyone and thanked them for being in attendance. He complimented the student body and said that he was proud to have the opportunity every month to acknowledge them on their accomplishments.

9. Presentations

Dr. Kasyan introduced and congratulated Donovan Brown for being selected as a member of the All Shore Intermediate Band. Dr. Kasyan asked Mr. Eric Clark, the elementary school music teacher, to join him in recognizing Donovan and presenting him with a Certificate of Appreciation and Walter Bucks. Mr. Clark complimented Donovan on always being prepared and for working very diligently with his music and congratulated him for being selected two years in a row. Mr. Clark said Donovan is a bright point in the music program at the elementary school and that he was very proud of all the students in the band program. Dr. Kasyan thanked Mr. Clark for all that he does for the students.

- **All Shore Intermediate Band –Donovan Brown**

Dr. Kasyan continued with the recognition of the students of the months of November and December. He provided the criteria that must be met in order to be selected for this honor. Dr. Kasyan also acknowledged and congratulated the teachers of the month. He presented the students and teachers with Certificates of Appreciation and Walter Bucks.

- **High School Students of the Month for December**– Alexandra McWalters, Senior – Lucinda Lisko, Junior – Jake Oleszkiewicz, Sophomore – Gavin Paul, Freshman
- **High School Teacher of the Month for December** – Eric Wasnesky
- **Elementary School Student of the Month for November** – Christopher Runge
- **Elementary School Student of the Month for December** – Lily Ducharme
- **Elementary School Teacher of the Month for December** – Jenny Rostron
- **Elks Elementary School Student of the Month for December** - Reese Hearon
- **Elks Teenager of the Month for December** – Jude Clark

Dr. Kasyan asked for a brief recess to enjoy refreshments at 6:23 p.m. Mr. Cattani reconvened the meeting at 6:31 p.m. and introduced Mr. Robert Notley from New Road Construction for a project update.

- **New Road Construction Project Update** – Presented by Robert Notley

Mr. Notley updated the board on the project and reviewed the overall referendum budget. He reported that there were eight separate projects on the overall program summary and all are complete at this time with a few punch list items remaining. He reviewed the elementary school site improvement project and said that a credit change order in the amount of \$17,252.43 is on the agenda tonight for the remaining amount of unsuitable soils allowance. He reported that the high school construction project has been ongoing for around sixteen months and a temporary certificate of occupancy has been received on January 8th. Kappa Construction is addressing punch list items and furniture is scheduled for delivery tomorrow. He is waiting for the elevator permit and once received it can be fully operational by the district. He reported on the change management with four change orders to date that amount to just under \$100,000 which is 1.4% of the original contract value. There are two outstanding change order requests to be processed and deducted from allowance with the final allowance balance zeroed out by a credit change order. He provided progress photos of various areas in the high school addition.

Presentations

Donovan
Brown
All Shore
Intermediate
Band

Students and
Teachers of the
Month

New Road
Construction
Project Update
Robert Notley

He said New Road Construction is currently involved in a part-time involvement with the project as they review Kappa's completion of punch list items and closing out the Kappa contract. He thanked the board, the staff and students for their support of a very successful construction program.

New Road Construction Project Update
Robert Notley

Dr. Kasyan thanked Mr. Notley for a job well done on time and on budget. He complimented Mr. McDermott on a great job in overseeing the project.

Dr. Kasyan concluded the presentation format and continued with the discussion items for January 22nd.

10. Discussion Items January 22, 2019 Agenda

• Education, Curriculum & Technology- Agenda Items*

C.O.W. Discussion Items

○ 2019-2020 School Year Calendar*

2019-2020 School Year Calendar

Dr. Kasyan asked if there were any questions on the 2019-2020 school year calendar that has been provided to the board on Canvas. He said that the calendar has been reviewed by the administration and MEA and meets their agreement. The calendar will be on the agenda this evening for board approval.

○ Turf Field Project

Turf Field Project

Dr. Kasyan reported that discussion is currently taking place on holding the ribbon cutting ceremony on March 30th with a breakfast and dedication along with building tours followed by a ten o'clock girls' lacrosse game on the new field. He received an update from the engineer relating to the field that revolves around temperature and the fact that the pellets could not be put down because of the extreme low temperature. The extension of the dugouts also needs to be addressed and will be handled through a change order in order to increase the size of the dugouts to house the softball team and comply with the regulations that require that all players must be seated in the dugout. The engineers are developing a letter to be sent to the town counsel relating to the culvert and work that is required to remedy the erosion problem asking if they are interested in helping with or taking responsibility for the repair.

○ Monmouth University Agreement

Monmouth University Agreement

Dr. Kasyan referred to the affiliation agreement between Monmouth University Athletic Training Education and Manasquan Board of Education that will provide a clinical experience for Monmouth University students working towards their trainer certification while working with our trainer at the high school. The university reached out to the district and the agreement is being reviewed by the attorney prior to board approval next month. Ms. Pettineo said that the agreement has been reviewed and their office has reached out to Monmouth University with a couple recommended changes and are waiting to hear back from them.

• Personnel– To be Discussed in Executive Session- Agenda Items*

Personnel (Exec. Session)

Dr. Kasyan said personnel would be discussed in closed executive session.

• Policy - Agenda Items*

Policy No Report

There was no policy items for discussion.

Dr. Kasyan turned the floor over to Mrs. Coates for the Finance report.

• Finance

○ 2019-2020 Budget Update

Finance 2019-2020 Budget Update

Mrs. Coates reported that the 2019-20 budgets were submitted to the business office last week and according to the approved budget plan of action the next step will be for each administrator who oversees the budget to meet with her and Dr. Kasyan to review their budget submission. She will update the board in February on the status of this review. She said the audit presentation was planned for this evening and now has been moved to the February board meeting at which time she anticipates that the audit will be 100% complete and submitted to the state. She alluded to previous reports that the deadline was moved back due to information getting to the auditor late by the state. She asked those board

members who were not present at the last meeting to review the ethics material provided in their folders and sign the form and return to her this evening.

Dr. Kasyan turned the floor over to Colin Warren, Chairperson of the facilities committee.

- **Buildings & Grounds/Facilities**

- Facilities Committee Report – Colin Warren, Chairperson

Mr. Warren reported that there have been two committee meetings to date to discuss all building, grounds and maintenance projects with the top priority being the proposed referendum for March. The committee has met with the architect and mechanical engineer. They have visited the high school and are putting together numbers for estimates. The committee will review the information and recommendations will be made to the board on which items the committee would like included in the referendum.

Buildings &
Grounds/
Facilities

Facilities
Committee
Report
Mr. Warren

- Fire in New Jersey 2015

Dr. Kasyan referred to material provided on Canvas on Fire in New Jersey 2015 that provides statistics that focus on fires in schools. Dr. Kasyan concluded the Committee of the Whole discussion and asked to move to the Superintendent's Report.

Fire in New
Jersey 2015

11. Superintendent's Report & Information Items

Supt's. Report

Dr. Kasyan reported on the total enrollment and individual school enrollments, as specified in Document A.

- **Enrollment– Document A**

- **Total Enrollment– 1,519**
 - High School – 973
 - Elementary School – 546

Enrollment
Document A

Dr. Kasyan provided a report of the fire drills and lockdown drills that took place in the high school, elementary school and alternative school that comply with the state mandate, as specified in Document B.

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

- **Fire Drill Reports**

- **High School:**
 - December 7th – Fire Drill
 - December 18th – Lockdown Drill
- **Alternative School:**
 - December 18th – Lockdown Drill
 - December 20th – Fire Drill
- **Elementary School:**
 - December 12th – Lockdown Drill
 - December 20th – Fire Drill

Fire Drill
Reports
Document B

Dr. Kasyan provided information relating to the HIB Monthly Report, as specified in Document C.

- **HIB Monthly Report – Document C**

- **High School:**
 - One Incident – 1 Confirmed HIB
- **Elementary School:**
 - One Incident – 1 Not HIB

HIB Monthly
Report
Document C

Dr. Kasyan turned the floor over to Mrs. Kerensky, the Director of Curriculum and Instruction, for her report.

- **Report of the Director of Curriculum and Instruction**

Mrs. Kerensky reported that she and Mrs. Kenney have completed visits to the sending district at which time they provided information on the freshman class at the high school and strengths and weaknesses needed to be worked on to assist the student in the transition process. The visits were productive and the sending districts would like to continue to articulate and also send some 7th grade students to Manasquan to participate in programs to encourage them to come to Manasquan. The Freshman for the Day Program is extremely successful but by the time the students participate in the program many of them have already made a decision on high school so getting 6th and 7th grade students here would serve to be beneficial for the district. Honors placement tests for incoming freshmen for English, social studies and biology will take place on March 4th and information will go out to the sending district. The middle school students in the 7th and 8th grades are taking mid-terms and the high school benchmarks ended today. She observed that the students took the benchmarks very seriously and worked hard during the testing with many students attending instructional labs before the benchmarks for assistance. She reported that the results match perfectly with what the students were doing in class. Preparation is ongoing for QSAC that takes place in two weeks. A full day in-service professional development program will take place on Monday with continued discussions on personalized learning, different pathways for success for the students as well as the co-teaching model. She said the parody established between the regular education teacher and ICR teacher is remarkable. The elementary school is working on math strategies with presenters here on Monday. The Professional Learning Communities are working on both sides of the street with teachers collaborating and discussing instructional strategies and looking at student data to see where instruction needs to change to meet the needs of their students. She said the Professional Development Academy will be revived and aligned with the building goals. Discussion is taking place for the new courses to be offered next year. The wish list for new courses is long and they have to fit in the schedule and also see where there is the most student interest. Mrs. Kerensky concluded her report.

Report of the
Director of
Curriculum and
Instruction
Mrs. Kerensky

Dr. Kasyan turned the floor over to Mrs. Place, the Director of Technology and Human Resources.

- **Report of the Director of Technology and Human Resources**

Mr. Place reported that most of the work involving the technology department is related to preparing the new wing for occupancy with setting up the access controls as well as phones and speakers. The interactive white boards will be installed in the coming weeks to prepare for occupancy after the February break. Mr. Place concluded his report.

Report of the
Director of
Technology and
Human
Resources
Mr. Place

Dr. Kasyan turned the floor over to Mrs. Kenney, the Director of School Counseling Services.

- **Report of the Director of School Counseling Services**

Mrs. Kenney reported that at the elementary school the INRS committee has been working along with the Child Study Team on streamlining the process. At the high school a program was presented by Dr. Fallon that provided the message to the students that they are all capable of transforming the world for the good with the work starting from within. The program was enjoyed by the students and provided a very interactive experience. She reported that marking period 3 will start tomorrow and course changes are still being honored by her office for any student requested a change for a half-year course. The course offering booklet is being worked on and will encompass more information as we move to full year courses to assist students with the selection of courses. Scheduling will start during the month of February and March and the counselors will go into classes to explain the scheduling process and new

Report of the
Director of
School
Counseling
Services
Mrs. Kenney

and old courses. After the classroom presentations the students will come down to the media center to work on their schedules with a one on one meeting with their counselor and the classes will at that time be inputted into the computer. This will leave time to make any necessary changes. The counselors will also be meeting with the sending districts to explain the courses and the process and then they will meet again in district to input the courses. Mrs. Kenney concluded her report.

Report of the
Director of
School
Counseling
Services
Mrs. Kenney

Mr. Cattani asked Mrs. Kerensky how the benchmark tests are reflected on the report card. She said that results are provided in the students' gradebook on the Parent Portal and are 15% of the marking period grade but there will not be a separate grade on the report card.

Dr. Kasyan said it will be reflected just as another test and not a mid-term exam. Dr. Kasyan concluded the Superintendent's Report, seeing no further discussion or questions,

Recommend approval and acceptance of the Superintendent's Report.

Mr. Cattani asked for a motion to approve and accept the Superintendent's Report.

Motion was made by Mr. Burns, seconded by Mr. Hoverter, to accept the Superintendent's Report.

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (2) Mr. Loffredo, Mr. Sorino

MOTION CARRIED

Acceptance of
the Supt's
Report

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

12. Public Forum on Agenda Items

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to 3-5 minutes duration. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. During the public participation portions of this meeting, the Board will not respond to questions from the public involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

Public Forum
on Agenda
Items

John Devereux, 613 Borrie Avenue, Brielle – Mr. Devereux asked if the field layout was approved by the NJSIAA. He sees issues with the foul line and the soccer line being within six inches of each other and asked if this was presented to someone at the state to see if this would be acceptable. He said there are six fields on the turf field but everyone he has spoken to can only find four. Dr. Kasyan said that Joseph Perello, the engineer of records for the field, from Suburban Engineering, created the field in regards to the guidelines that the state has set forward for the specifications needed for lacrosse, field hockey, softball, football and soccer. He said the big foul pole is there to let people know that this is the softball foal poll. Mr. Devereux said that the field was built to the specifications but was it built with the understanding that an umpire is going to make a judgement call on the foal line or the soccer line. Dr. Kasyan said that he would ask Mr. Perello to address this question and get back to him. Mr. Devereux said he heard there was past comments that this field would not be used for football and now it will be used for JV and freshman football. Dr. Kasyan said that a commitment has been made by the community to keep the multi-purpose field at the high school grass to be re-sodded every three years. Mr. Devereux said that if the football lines were removed from the turf field it is not bad however, the football lines across the softball field will make it difficult for the girls to play on this field. Mr. Devereux asked if there will be a fence on the softball field. Dr. Kasyan said there will be a 4' fence on the concrete and when he asked the coach he did not want a fence on the turf. Mr. Devereux will reach out to the coach because on a turf field you need to have a fence. Mr. Devereux asked who the Title IX

coordinator was in the district. Dr. Kasyan said the Supervisor of Athletics would be the Title IX coordinator.

Mr. Cattani closed the public forum seeing no additional participation from the public.

Mr. Cattani continued with the Manasquan General Items #13 through #21 and asked if any items needed a separate vote. Seeing none he asked for a motion.

Motion was made by Mrs. Bossone, seconded by Mr. Hoverter, to approve Manasquan General Items #13 through #21.

Discussion: None

Roll Call Vote: Ayes (7); Nays (0); Abstain (1) Mr. Loffredo; Absent (1) Mr. Sorino

MOTION CARRIED

MANASQUAN

General Items

13. **Recommend** approval of Change Order #2 – Your Way Construction Inc., for a credit of \$17,252.43, for soil allowance – Elementary School Site Improvements Project.
14. **Recommend** approval for Dr. Steven Greco of NRS Lifespan to conduct a Neurodevelopment Evaluation of student #8023954961, rate not to exceed \$2,500.00.
15. **Recommend** approval for **Advancing Opportunities** to conduct an assistive technology evaluation of special education student #2037378553 at a rate of \$925.00 for the evaluation.
16. **Recommend** approval of the following Change Orders for the Manasquan Elementary School HVAC project with TRANE Building Services, in the total amount of \$26,665.00 as follows: (previously approved on August 15, 2017)
 - Change Order #1 – Replacement of Two air-cooled condensing units
 - Change Order #2 – Replacement of One (1) six-ton split system cooling unit

Professional Days

17. **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>
May 30, 2019	Christine Rice	New Brunswick	NJTESOL Conference	Yes	Mileage-\$11.47 Registration - \$199.00
January 31-February 1, 2019	Andrea Trischitta	Atlantic City	TECHSPO 2019	Yes	Mileage-\$45.94 Registration-\$450.00 Parking-\$10.00
June 22-26, 2019	Oriana Kopec	Philadelphia	ISTE Conference	Yes	Mileage-169.63 Registration-\$494.00 Tolls\$20.00 Parking-\$100.00
January 28-29, 2019	Oriana Kopec	Harrison, NY	ISTE Certification	Yes	Mileage-\$94.11 Registration-\$750.00 Tolls-\$43.60

Public Forum on Agenda Items

Manasquan General Items #13 - #21

Your Way Construction Change Order #2

NRS Lifespan Dr. Greco

Advancing Opportunities S.E. Evaluation

TRANE Building Services Change Order #1 and #2

E.S. Professional Days

**Student Action
Field Trips**

E.S. Field Trips

18. **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>
May 31, 2019	Eric Clark Sarah Gordon	Music – Band/ Chorus	Dorney Park	Annual Festival	Yes-6	2 Buses \$2,250 each	Student Funds
May 20-21, 2019	Richard Kirk Margaret Ciufu	Grade 8	Valley Forge Gettysburg	Tour Historical Locations	Yes-6	2 Buses \$2,525 each	Student Funds
April 15, 2019	Christine Rice Nancy Knitter Oriana Kopec	ESL	Jackson	Safari Tour	Yes-3	None	Bus-\$331 Safari - \$1,726.34 MESEF Grant Funds

Placement of Students on Home Instruction

19. **Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician: None at this time

E.S. Home
Instruction
No Report

Placement of Students Out of District

20. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2018-2019 school year, as per **Document 1**.

Out of District
Placements
Document 1

Financials

21. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **December, 2018 as per Document 2**.

E.S. Central
Funds Report
Document 2

Mr. Cattani continued with the Manasquan/Sending District General Items #22 through #35 and asked if any items needed a separate vote. Seeing none he asked for a motion.

Manasquan/
Sending
District General
Items #22
through #35

Motion was made by Mr. Bolderman, seconded by Mr. Warren, to approve Manasquan/Sending District General Items #22 through #35.

Discussion: None

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

MOTION CARRIED

MANASQUAN/SENDING DISTRICTS

General Items

22. **Secretary's Report/Financials**

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

Financial
Reports

The Business Administrator/Board Secretary certifies that as of **DECEMBER 31, 2018** 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.

*Secretary's
Certification*

Be it Resolved; that the amount of district taxes, excluding debt service requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,557,093.00** 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.

District Taxes

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 **DECEMBER 31, 2018** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

*Acceptance of
Secretary's
Certification*

Recommend acceptance of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **DECEMBER 31, 2018** per **Document D**. (The Treasurer of School Moneys Report for the month of **DECEMBER 31, 2018** is on file in the Business Office and is in balance with the Secretary's Report).

*Secretary's
Financial &
Investment
Report
Document D*

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 **DECEMBER 31, 2018**, 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 **2018-2019 budgets** for **DECEMBER** and **JANUARY** as recommended by the Superintendent of Schools, as per **Document D**.

*Budget
Certification
Document D*

Purchase Orders for the month of **JANUARY, 2019** be approved, as per **Document E**.

*Purchase
Orders
Document E*

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

*Cafeteria
Report
Document F*

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$1,189,009.94** for the month of **JANUARY, 2019** be approved. Record of checks (**#43721** through **#43861**), and distributions are on file in the Business Office.

*Bills (Current
Expense)*

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$4,466.00** for the month of **JANUARY, 2019** be approved. Record of checks (**#1321** through **#1323**), and distributions are on file in the Business Office.

*Bills (Capital
Expense)*

Confirmation of **Bills (Current Expense)** for **DECEMBER, 2018** at **\$2,815,853.26** and checks (**#43538** through **#43720**) and **(Capital Expense)** for **DECEMBER, 2018** at **\$560,531.57** and checks (**#1310** through **#1320**).

*Confirmation
of Bills
Current &
Capital
Expense*

Recommend acceptance of the following **High School Central Funds Report** for the month ending **DECEMBER, 2018** as per **Document G**.

*H.S. Central
Funds Report
Document G*

23. Recommend acceptance of a Parent-Paid Tuition student (M.N.) in the 9th grade at the Manasquan High School for the 2019-2020 school year, at an annual tuition rate to be determined.

*Parent Paid
Tuition Student
2019-2020*

24. Recommend acceptance of a Parent-Paid Tuition student (T.W.) in the 10th grade at the Manasquan High School for the 2018-2019 school year, effective January 23, 2019, at a rated annual tuition rate of \$3,733.

*Parent Paid
Tuition Student
2018-2019*

25. **Recommend** approval of the 2019 proposal with HMC Inc. to provide identified Worker and Community Right to Know (RTK) Act and Hazard Communication Standard services at all applicable locations for the Manasquan Board of Education including the required Right to Know Survey Online due July 15, 2019, in the amount of \$3,250.00, as per **Document H**.
26. **Recommend** approval of the following Pay Applications (*pending board attorney approval*):
 - Butler Balancing Company, Inc. – Manasquan H.S. Addition & Renovations – Pay Application #1, in the amount of \$11,160.00
 - The LandTek Group, Inc. – Manasquan H.S. Lower Field Improvements
 - Pay Application #6, in the amount of \$37,871.12
 - Pay Application #6A, in the amount of \$89,160.40
 - Pay Application #7, in the amount of \$20,744.15
 - Pay Application #7A, in the amount of \$203,057.47
 - Kappa Construction – Manasquan H.S. Additional & Renovations – Pay Application #14, in the amount of \$262,538.20.
27. **Recommend** approval of the following Change Order #4 – Kappa Construction, for a credit of \$18,750.00 for the unsuitable soil allowance – Manasquan H.S. Addition and Renovations Project.
28. **Recommend** acceptance of the Advanced Computer Science Grant in the amount of \$20,612 from the NJ Department of Education.
29. **Recommend** approval of the Memorandum of Agreement with Law Enforcement Officials and the Manasquan School District for the 2018-2019 School Year (on file at the Board of Education office).
30. **Recommend** approval of the Superintendent’s 2018-2019 Qualitative Merit Goal #2 focused on the Lower Field Improvement Project.
31. **Recommend** approval to establish the poll hours for the March 12, 2019 referendum vote as 12:00 noon to 8:00 p.m.
32. **Recommend** approval of the 2019-2020 School Year Calendar as per **Document I**.

Professional Days

33. **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>
March 11, 12,13, 2019 (Revised from 12/11/18 agenda)	Lynn Coates	Atlantic City	2019 NJSBGA Conference/Expo	No	Parking \$90.00 Registration \$200
March 11, 12,13, 2019 (Revised from 12/11/18 agenda)	Matthew Hudson	Atlantic City	2019 NJSBGA Conference/Expo	No	Mileage \$85.44 Tolls \$15.00 Parking \$50.00 Registration \$200 Hotel \$194 M/I \$96

HMC Inc.
Right to Know
Services
Document H

Pay Apps.
Butler
Balancing Co.

The LandTek
Group

Kappa
Construction

Change Order
#4 – Kappa
Construction

Advance
Computer
Science Grant

MOA with Law
Enforcement
Officials 2018-
19

2018-19 Supt.
Qualitative
Merit Goal #2

March 12,
2019 Poll
Hours

2019-2020 SY
Calendar
Document I

H.S.
Professional
Days

H.S.
Professional
Days
(continued)

January 31, 2019 February 1, 2019 (Revised from 12/11/18 agenda)	Frank Kasyan Jesse Place Frank Scott Nicholas Bock	Atlantic City, NJ	NJASA Techspo	No	Registration: \$450.00 Mileage: \$45.94 Tolls: \$10.00 Parking: \$20.00 Hotel: \$100.00 M&IE: \$28.00 Costs Per Traveler (Revised from 12/11/18 agenda)
January 31, 2019 (Revised from 12/11/18 agenda)	James Egan Lisa Kukoda	Atlantic City, NJ	NJASA Techspo	No	Registration: \$299.00 Mileage: \$45.94 Tolls: \$10.00 Parking: \$20.00 Costs Per Traveler (Revised from 12/11/18 agenda)
January 14, 2019	Nancy Knitter	Cherry Hill	ESL Strategy Workshop	Yes	Mileage-\$16.12 Registration-\$259.00
January 30, 2019	Claire Kozic	Freehold	Health Career PLC Meeting	Yes	Mileage-\$7.13
February 14, 2019	Jesse Place	Hillsborough	Genesis SchoolFI Training	No	Mileage-\$31.00
February 28, 2019	Jesse Place Lesley Kenney	Atlantic City	NJDOE NJSLA Training	No	Mileage-\$46.44
October 23, 2018	Claire Kozic	Atlantic City	STEAM Tank Competition	No	Parking - \$15.00 Mileage - \$42.28
March 12, 13, 14, 2019	Peter Cahill	Atlantic City	Athletic Administration Strategies and Techniques	No	Mileage-\$45.45 Registration-\$387.19 Hotel-\$249.39

Student Action
Field Trips

H.S. Field Trips

34. 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>
March 7, 2019	Claire Kozic Eric Wasnesky Kevin Hyland	Academy of Health Careers	Rutgers University	Health Professions Career Fair	Yes-3	Bus - \$300	None

Placement of Students on Home Instruction

35. Recommend that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician:

- #5127196755 Grade 10 January 1, 2019 – February 1, 2019 (Medical)
- #3913671421 Grade 10 December 17, 2018 – January 17, 2019 (Medical)
- #5204249466 Grade 11 December 23, 2018 – January 23, 2019 (Medical)
- #3327954286 Grade 12 December 17, 2018 – January 17, 2019 (Medical)
- #7559464702 Grade 12 January 7, 2019 – February 7, 2019 (Medical)
- #7872590658 Grade 10 January 7, 2019 – February 7, 2019 (Medical)
- #1274491076 Grade 10 January 6, 2019 – February 6, 2019 (Medical)
- #5923168046 Grade 10 February 15, 2019 – March 6, 2019 (Medical)

H.S. Home
Instruction

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

36. Old Business/New Business

Mr. Cattani opened the second public forum seeing no Old or New Business.

37. Public Forum

Mr. Cattani closed the second public forum seeing no participation from the public.

Mr. Cattani asked for a motion to enter into executive session and read the following statement.

Motion was made by Mrs. Bossone, seconded by Mr. Burns, and approved by voice vote of all those present in favor to enter into executive session at 7:12 p.m. **MOTION CARRIED**

38. Executive Session

WHEREAS, the Sen. Byron M. Baer Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.*, (the “Act”) provides that the Manasquan Board of Education hold an “Executive Session” from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

WHEREAS, it is recommended by the Superintendent that the Manasquan Board of Education go into Executive Session on this date in Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be thirty (30) 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 or Court Order (Student Matter, Security Matter)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 4. Collective Bargaining
- 5. Acquisition of Real Property or Investment of Fund
- 6. Public Safety Procedures
- X 7. Litigation or Contract Matters or Att./Client (Professional Services)
- X 8. Personnel Matters (Hiring, Resignation, Leave of Absence)
- 9. Imposition of Penalties Upon an Individual

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

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

Motion was made by Mr. Burns, seconded by Mrs. Bossone, and approved by voice vote of all those present in favor to reconvene the meeting at 7:29 p.m. **MOTION CARRIED**

Mr. Cattani asked for a motion to approve Manasquan Item #39.

Old Business

New Business

Public Forum

Executive Session

Meeting Reconvened

Motion was made by Mr. Hoverter, seconded by Mr. Bolderman, to approve Manasquan Item #39 – Elementary School Personnel, as specified in Document 3.

Discussion: None

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

Manasquan Item #39

MANASQUAN

Personnel

39. **Recommend** approval of the Elementary School personnel as per **Document 3**.

Mr. Cattani asked for a motion to approve Manasquan/Sending District Items #40 and #41.

Motion was made by Mrs. McGarry, seconded by Mrs. Bossone, to approve Manasquan Sending District Item #40, High School personnel, as specified in Document J and Item #41, appointment of Regan Young England Butera, Architects of Record, as specified in Document K.

Discussion: None

Roll Call Vote: Ayes (10); Nays (0); Abstain (0); Absent (1) Mr. Sorino MOTION CARRIED

E.S. Personnel Document 3

Manasquan/Sending District Items #40 & #41

MANASQUAN/SENDING DISTRICTS

Personnel

40. **Recommend** approval of the High School personnel as per **Document J**.

H.S. Personnel Document J

41. **Recommend** approval to determine that there exists a need for the Professional Services of an Architect of Record, 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.

Appointment of Regan Young England Butera, Architects of Record Document K

- Regan Young England Butera, Architects of Record, as per fee schedule, when needed, as per **Document K**, and
- Further resolve to approve the proposal to perform services related to the Department of Education submission for HVAC and fire alarm work at the Manasquan High School for the upcoming March 12, 2019 referendum, and make a withdrawal from the district's Capital Reserve Account in the same amount of not to exceed \$19,500.00.

Submission to DOE for HVAC & Fire Alarm Work at MHS

Mr. Cattani asked for a motion to adjourn.

Motion was made by Mrs. Bossone, seconded by Mrs. Pollock, and approved by voice vote of all those present in favor to adjourn the meeting at 7:30 p.m. MOTION CARRIED

Adjournment

42. **Adjournment**

Motion to Adjourn

Respectfully submitted,



Lynn Coates
Board Secretary