

**BOARD OF EDUCATION**  
Borough of Manasquan

*The Regular Open Business Meeting of the Manasquan Board of Education was held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, March 25, 2014.*

*The President, Mr. Pellegrino, called the meeting to order at 7:00 p.m. and read the Opening Statement.*

Call to Order

**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.*

Pledge of Allegiance

**2. Pledge of Allegiance**

**3. Roll Call**

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

Roll Call

*Also Present: Renae LaPrete, Interim Superintendent of Schools; Dominic V. Carrea, Interim Business Administrator/Board Secretary; Michael Gross, Board Attorney; Sandi Freeman, Recording Secretary and Joyce Pegler, Student Representative to the Board.*

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

Mission Statement

**4. Mission Statement**

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

**5. Statement to the Public**

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it 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 asked for a motion to accept and approve the minutes.*

*Motion was made by Mrs. DiPalma, seconded by Mr. Campbell, to accept and approve the minutes as specified in Motion #6.*

*Ayes (11); Nays (0); Absent (1) – Mrs. Walsh*

*MOTION CARRIED*

Acceptance of  
Minutes

**6. Acceptance of Minutes**

**Recommend** acceptance and approval of the minutes of the Regular Open Business Meeting and Closed Executive Session of February 25, 2014 and the Special Action and Executive Session of March 13, 2014. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exist.

*Mr. Pellegrino turned the meeting over to Ms. LaPrete.*

*Ms. LaPrete recognized and congratulated the Students and Teachers of the Months for January and February. Certificates were presented to the teachers and students.*

*Mr. Pellegrino asked Mr. Ron Kornegay, Athletic Director, to assist with the presentation of certificates to the student athletes. Mr. Pellegrino introduced and congratulated the members of the elementary school girls' basketball team; the high school boys' basketball team; girls' bowling team and girls' basketball team.*

Presentations

**7. Presentations**

- **High School Students of the Month for January** – Annie McLaughlin – Senior, John Moriarty – Junior, Brian Lembo – Sophomore, Lucia Donadio – Freshman
- **High School Teacher of the Month for January** – Paul Battaglia
- **Elementary Student of the Month for January** – Lucy Brennan
- **High School Students of the Month for February** – Joseph Murphy – Senior, Anna Steenland – Junior, Molly Keenan – Sophomore, Ally Kaden – Freshman
- **High School Teacher of the Month for February** – Brian Lee
- **Elementary Student of the Month for February** – Cassidy R. Turnbach
- **Elementary Girls' Basketball Team**
- **High School Boys' Basketball Team**
- **High School Girls' Bowling Team**
- **High School Girls' Basketball Team**

*Ms. LaPrete shared information received from Mr. McCarthy regarding Joyce Pegler being selected as Manasquan High School's recipient of the 2014 Caring Award presented by the Monmouth County Guidance Directors Association. Ms. LaPrete congratulated Joyce on this accomplishment.*

*Mr. Pellegrino asked to take the agenda out of order and asked for a motion to approve Manasquan/Sending District Motion #36.*

*Motion was made by Mrs. DiPalma, seconded by Mr. Campbell, to approve the appointment of Dr. Frank Kasyan, as Superintendent of Schools for a contract period beginning July 1, 2014 through June 30, 2017, at a salary of \$157,500.00. The contract has been approved by Joseph Passiment, Executive County Superintendent of Schools and is on file in the Superintendent's Office.*

*Discussion: Mr. Pellegrino explained the Superintendent Search process resulting in the selection of Dr. Kasyan.*

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

*MOTION CARRIED*

Appointment  
of Dr. Kasyan,  
Superintendent  
of Schools

*Mr. Pellegrino introduced and welcomed Dr. Kasyan. Dr. Kasyan addressed the Board and public.*

*Ms. LaPrete reported on the Enrollment, Attendance Comparison, Fire Drill reports, Suspensions and Tardy Reports, as specified in Documents A and B.*

*Ms. LaPrete reported on the Harassment, Intimidation and Bullying self-assessment report, as specified in Document C. She thanked Mr. Bramley for his assistance as the HIB coordinator.*

*Ms. LaPrete also spoke on a very informative program she and district administrators attended on March 4<sup>th</sup> relating to the heroin epidemic. She thanked the Manasquan administrative team and staff members for their attendance at this program.*

#### **8. Superintendent's Report & Information Items**

**Recommend** approval of the acceptance of the Superintendent's Reports as listed below:

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

*Motion was made by Mrs. Bossone, seconded by Mr. Campbell, to accept the Superintendent's Report, as specified in Motion #8.*

*Discussion: None*

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

**MOTION CARRIED**

*Mr. Pellegrino asked Joyce Pegler to present her report:*

#### **9. Student Board Representative Report – Joyce Pegler**

*Miss Pegler reported on the 5th-year anniversary Squan-A-Thon program that took place on Friday, March 21<sup>st</sup> at which time 290 dancers participated and raised \$71,525.24 to assist families affected by pediatric cancer. She congratulated all that participated in this event.*

*Miss Pegler also reported that the sophomore semi-formal will take place this Friday; the Academy of Finance Fashion Show will take place on April 10<sup>th</sup> and the Academy of Health Careers will host a blood drive for the Central Jersey Blood Center on May 16<sup>th</sup>.*

*Mr. Pellegrino asked the committee chairperson to present their reports.*

#### **10. Board Committee Reports**

*Ms. LaPrete provided a report from the March 19, 2019 Education, Curriculum & Technology Committee meeting.*

*Mrs. DiPalma provided a report from the March 20, 2014 Athletic/Community Relations Committee meeting.*

*Mrs. DiPalma provided a report from the March 20, 2014 Personnel Committee meeting.*

*Mr. Campbell provided a report from the March 19, 2014 Buildings and Grounds Committee meeting.*

*Mr. Walsh provided a report from the March 19, 2014 Finance Committee meeting.*

Superintendent  
Report

Enrollment  
Document A

Attendance,  
Fire Drill  
Reports,  
Suspensions &  
Tardy Reports  
Document B

HIB Report  
Document C

Student Board  
Representative  
Report

Board  
Committee  
Reports

Education,  
Curriculum &  
Technology

Athletic/  
Community  
Relations

Personnel

Buildings &  
Grounds

Finance

*Mr. Pellegrino reported that the Board met on March 13, 2014 to discuss the Random Student Drug Testing policy and a recommendation from that meeting would be reflected in tonight's agenda.*

Policy

*Copies of the minutes of the above mentioned committee meetings will be included in the formal minutes.*

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

Public  
Comment on  
Agenda

**11. 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. 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.

*The following members of the public spoke on agenda items:*

*Michelle LaSala, 44 Parker Avenue, Manasquan, on behalf of herself, referred to comments made by Mr. Walsh during his committee report on fund raising for the Warrior Athletic Complex. Mrs. LaSala commented on the June 25<sup>th</sup> approval of the CDL loan money and the final 2013-14 budget.*

*Mr. Carrea addressed Mrs. LaSala's question on the use of the CDL money and explained the nature of the first two applications already made for reimbursement of CDL funds.*

*Mrs. LaSala asked how CDL money could be used for the restoration of staff that was not cut due to the effects of the storm. Mr. Carrea explained that cuts were a result of ratable loss.*

*Dick Meincke, 36 N. McClellan Avenue, Manasquan, asked if the sending district were willing to spend money on the athletic complex. He asked what suggestions were made at the finance committee meeting to fund the field. He asked that the Board inform the public on exactly what is being proposed with regard to the athletic field project and suggested that the entire project be put out to bid not just the retaining wall.*

*Mr. Carrea referred to 18A and explained that if the bids for the retaining wall come in at or under budget; the district would have to abandon the project should they wish not to go forward. He further explained the process involved should there be change orders.*

*A discussion took place on the ramifications of moving forward with the wall and not completing phase two of the project.*

*Jane Wiesing, 313 Leslie Avenue, Brielle, thanked the Board for suspending the drug testing and asked if the money would be refunded to parents that they had to spend for testing, counseling fees and doctor fees.*

*Jill Armstrong, 127 ½ Tenth Avenue, Spring Lake Heights, asked the Board to consider eliminating the February break because she finds it to be unnecessary and an inconvenience for parents.*

*Jennifer Flemings, Spring Lake Heights, was glad that the Board decided to suspend the Random Student Drug Testing for the remainder of the school and that those students would now be able to participate in activities and sports.*

*Dennis Roberts, 23 Lebanon Drive, Brielle, thanked the Board for the respite from the drug testing. He asked the Board to hear concerns from the community, students, parents, and professionals prior to making any decision.*

*Mr. Pellegrino said that a collaborative effort will be taken with regards to this program.*

*Casey Wiesing, 313 Leslie Avenue, Brielle, Manasquan High School student, referred to the drug testing and asked what steps the Board will take in insure students' confidentiality.*

*Mr. Pellegrino closed the Public Comment.*

*Mr. Pellegrino asked for a motion to approve Manasquan Motion – Items #12 through #18.*

*Motion was made by Mr. Campbell, seconded by Mrs. Bossone, to approve Manasquan Motion – Items #12 through #18.*

*Discussion: Mr. Pellegrino read the following statement relating to Manasquan Motion #14 – Suspension of Policy #5536 – Random Student Drug and Alcohol Testing:*

*“After taking into consideration the issues raised by various groups, including community members, administration, the Board and our students; the Board has decided to vote to suspend the Random Student Drug Testing for the remainder of the 2013-14 school year. The Board will look at the policy in the future with input from our new superintendent and administration and will report back to the community when we have an update.”*

*Roll Call Vote: Ayes (8); Nays (0), Absent (1) – Mrs. Walsh*

*MOTION CARRIED*

**12. Recommend** approval of the 2<sup>nd</sup> Reading of Policy #5300 Automated External Defibrillators (AEDS) as per **Document D.**

**13. Recommend** approval of the 2<sup>nd</sup> Reading of Regulation #5300 Automated External Defibrillators (AEDS) as per **Document E.**

**14. Recommend** approval to suspend the Manasquan Board of Education Policy #5536 – Random Student Drug and Alcohol Testing for the remainder of the 2013-2014 school year.

**15. Recommend** approval of the revised date for the 8<sup>th</sup> Grade Graduation/Promotion; **Friday, June 20, 2014.**

**16. Recommend** approval to purchase of one (1) 2015 Ford F350 truck in the amount of \$32563.00 from Cherry Hill Ford, 250 Haddonfield Berlin Road, Cherry Hill, N.J. 08034 under N.J. State Contract # A83558 with 2013-14 FEMA CDL Funds.

**17. Recommend** approval of the submission of the grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Sub fund in the total entitlement amount of \$5657.95 for the period July1, 2014-June 30, 2015. These funds will be used to offset the purchase of 14 wireless radios for our custodians and supplement the recently purchased two way radio system upgrade and 16 radios to improve the overall safety and security of both school buildings and grounds.

Public  
Comment on  
Agenda  
(continued)

Manasquan  
Motion – Items  
#12 – #18

Policy #5300  
Document D

Regulation  
#5300  
Document E

Suspension of  
Policy #5536  
RSDT

Revised Date  
8<sup>th</sup> Grade  
Graduation /  
Promotion

Purchase of  
2015 Ford F350  
Truck

2014 NJSIG –  
MOCSSIF Sub  
Fund Safety  
Grant

- 18. Recommend** approval of the payment of the insurance deductibles in the amount of \$5000 per case, for legal services provided by Methfessel & Werbel for legal representation in two (2) Due process Hearing Requests (Matter ID#:77849 and 78967)

Legal Services  
Insurance  
Deductibles

*Mr. Pellegrino asked for a motion to approve Manasquan Motion – Items #19, #20 and #21.*

Manasquan  
Motion – Items  
#19, #20 and  
#21

*Motion was made by Mrs. Garrett-Muly, seconded by Mrs. Bossone, to approve Manasquan Motion – Items #19, #20 and #21.*

*Discussion: Mr. Pellegrino thanked Mrs. Barrett, Mrs. Clarke and Mrs. VanWinckle for the many years of service to the Manasquan School District.*

*Roll Call Vote: Ayes (8); Nays (0); Absent (1) – Mrs. Walsh* **MOTION CARRIED**

- 19. Recommend** approval to accept the resignation of Nancy Barrett, TCH.ES.ELEM.01.02, Elementary School Teacher, for the purpose of retirement effective June 30, 2014.

Retirement  
N. Barrett

- 20. Recommend** approval to accept the resignation of Barbara Clarke, TCH.ES.ELEM.05.06, Elementary School Teacher, for the purpose of retirement effective July 1, 2014.

Retirement  
B. Clarke

- 21. Recommend** approval to accept the resignation of Mary VanWickle, TCH.ES.ELEM.KD.20, Elementary School Teacher, for the purpose of retirement effective July 1, 2014.

Retirement  
M. VanWickle

*Mr. Pellegrino asked for a motion to approve Manasquan Motion – Items #22 through #35.*

Manasquan  
Motion – Items  
#22 - #35

*Motion was made by Mr. Campbell, seconded by Mrs. Bossone, to approve Manasquan Motion – Items #22 through #35.*

*Discussion: None*

*Roll Call Vote: Ayes (8); Nays (0); Absent (1) – Mrs. Walsh* **MOTION CARRIED**

- 22. Recommend** approval of the following **voluntary transfer** for the **2013-2014 SY**:  
Kindle Kuriscak – from Special Education Teacher to Basic Skills Teacher

Voluntary  
Transfer  
K. Kuriscak

- 23. Recommend** approval for Kirt Wahl to receive a stipend of \$28.50/hour for 4 hours for Digital Storytelling on January 29, 2014.

Stipend  
K. Wahl

- 24. Recommend** approval of the following teachers to chaperone the 8<sup>th</sup> Grade Class Trip, May 27 and 28, 2014 at a stipend of \$225.00 each per night:

Chaperones –  
8<sup>th</sup> Grade Class  
Trip

<u>Rich Kirk</u>	<u>Laurie Cosgrove</u>	<u>Tom Russoniello</u>	<u>John Menafr</u>
<u>Brian McCann</u>	<u>Heather Saake</u>	<u>Kristine Gianna</u>	<u>Gina Sommese</u>
<u>Kimberly Craig</u>			

- 25. Recommend** approval to amend the salary for Teresa Savage, School Psychologist, from \$21,865.00 to \$29,153.00 – Step 6D. (Previously approved on January 28, 2014)

Salary  
Amendment  
T. Savage

- 26. Recommend** approval of the following mentor assignments for the 2013-2014 SY:

<u>Provisional Teacher</u>	<u>Mentor</u>	<u>Subject</u>	<u>Weeks</u>
Stephanie Kenny	Lisa Kukoda	Social Studies	20

Mentor  
Assignments

- 27. Recommend** approval of the following stipends for mentor assignments for the 2013-2014 SY: *monies will be payroll deducted from mentees in order to pay mentors – all mentors will be paid in the June 2014 payroll.*

**Alternate Route**

**Stephanie Kenny**                      **Lisa Kukoda**                      **\$550.00 + \$450.00 pro-rated (20 weeks)**

Mentor  
Assignment  
Stipends

- 28. Recommend** approval for TCH.ES.ELEM.01.22 (4103) to take an unpaid Family Medical Leave of Absence beginning February 26, 2014 through June 24, 2014 (or sooner).

Unpaid FMLA

- 29. Recommend** approval of the appointment of **Kali Mura**, TLR.ES.LTRT.01.10, Elementary School Teacher, long term replacement, beginning March 26, 2014 through June 24, 2014 (or sooner) at Step 1B \$47,500.00 – pro-rated.

K. Mura  
E.S. Teacher  
Long Term  
Replacement

**Athletics**

- 30. Recommend** approval of the following non-paid volunteer coach for the 2013-2014 SY:

**Marie Cooper**                      -                      Tennis Coach

Non-Paid  
Volunteer  
Coach – M.  
Cooper

- 31. Recommend** approval of the following Baseball and Softball schedules for the 2014 season as per **Document F**.

2014 Baseball /  
Softball  
Schedules  
Document F

**32. Professional Days**

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

E. S.  
Professional  
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
March 12, 2014	Alissa Boyne	Jackson Memorial	To test an out-of-district student	No	\$13.64 mileage
March 26, 2014	Jill Wells	Sea Girt School	PLC for OT's	No	None
April 3, 2014	Erin Saponara	Georgian Court Univ.	30 <sup>th</sup> Annual Good Ideas Conference	No	\$8.28 mileage
April 4, 2014	Lorissa Voorhees	Bridgewater	NJ Learning Consultants Spring Conference	No	\$175 registration \$35.34 mileage
April 10, 2014	Cathy Taft Oriana Kopec	Spring Lake Heights Elementary	4 <sup>th</sup> Grade District Wide Spelling Bee	Yes – ½ Day	None
May 1, 2014	Alyse Leybovich Elyse Boyes	Red Bank Elementary	Observing High Quality Program Model	Yes – 2	None
May 1 & 2, 2014	Alissa Boyne Joan Akins	Long Branch	NJ Speech & Hearing Convention	No	None
May 23, 2014	Christin Walsh	Shadowbrook, Shrewsbury	Governor's Teacher Recognition	No	None
May 28 & 29, 2014	Karen Crawley	New Brunswick	NJTESOL/NJBE Spring Conference	Yes	\$259 registration

**33. Field Trips**

Recommend approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
March 25, 2014	Andrea Trischitta	Mentor Class	McCloones, Long Branch	"Poetry Slam"	Yes – 2	None	Students

*E. S. Field Trips*

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

No placements at this time.

*E. S. Home Instruction  
(no report)*

**Secretary's Report****35. Recommend acceptance of the following Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense) as noted in A, B, C and D:**

*Financial Reports*

- A) Secretary's Financial & Investment Report as per Document G
- B) Elementary School Central Funds Report as per Document H
- C) Purchase Orders as per Document I
- D) Cafeteria Report – Document J
- E) Bills and Confirmation of Bills (Current Expense)

- A) The Business Administrator/Board Secretary certifies that as of **February 28, 2014** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

*Secretary's Certification*

Be it Resolved; that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,005,757.00** 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. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **February 28, 2014** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

*Acceptance of Secretary's Certification*

**Recommend acceptance of the Secretary's Financial & Investment Report and the Treasurer's Report, for the month ending February 28, 2014 per Document G.** (The Treasurer of School Moneys Report for the month of **February 2014** is on file in the Business Office and is in balance with the Secretary's Report).

*Secretary's Financial & Investment Report  
Document G*

Pursuant to N.J.A.C. 6:20-2A.10(e), 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 **February 28, 2014** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2013-2014 budgets for February and March** as recommended by the Superintendent of Schools, as per Document G.

*Budget Certification  
Document G*

- B) Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **February 28, 2014** as per Document H.

*E. S. Central Funds Report  
Document H*



- C) **Purchase Orders** for the month of **March 2014** be approved, as per **Document I**.
- D) Recommend **acceptance** of the **Cafeteria Report** as per **Document J**.
- E) **Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,540,070.04** for the month of **March 2014** be approved. Records of, checks (**#34182- #34281**) and distributions are on file in the Business Office.
- F) **Confirmation of Bills (Current Expense)** for **February 2014** at **\$1,890,265.30** and checks (**#34084- #34181**).

Purchase  
Orders  
Document I

Cafeteria  
Report  
Document J

Bills

Confirmation  
of Bills

*Manasquan/Sending District Motion #36 previously approved earlier in the meeting.*

36. **Recommend** approval of the appointment of **Dr. Frank Kasyan** as Superintendent of Schools for a contract period beginning July 1, 2014 through June 30, 2017 at a salary of \$157,500.00. The contract was approved by Joseph Passiment, Executive County Superintendent of Schools and is on file in the Superintendent's Office.

Motion #36  
Appointment  
of Dr. Kasyan  
(previously  
approved)

*Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Motion – Items # 37 through #40.*

Manasquan /  
Sending  
District Motion  
Items #37 - #40

*Motion was made by Mr. Walsh, seconded by Mrs. Garrett-Muly, to approve Manasquan/Sending District Motion – Items #37 through #40.*

*Discussion: Mrs. Garrett-Muly asked if there is any direction to go towards a supplier who uses less processed. Mr. Carrea pointed out that all food service companies must abide by the National School Lunch Program regulations and her suggestion would be taken into consideration when reviewing the bids.*

*Mrs. Bossone asked that bids received be reviewed by a committee.*

*Mr. Carrea pointed out that a mandated review of the lunch program is conducted during the school year and the students have been very positive about the current program. Ms. LaPrete asked to go on record that she has received no complaints about the food.*

*Mrs. DiPalma pointed out that the high school menu is offering many healthier choices this year.*

*Roll Call Vote: Ayes (11); Nays (0); Absent (1) – Mrs. Walsh* **MOTION CARRIED**

37. **Recommend** approval of the revised date for the High School Graduation; **Monday, June 23, 2014.**

Revised Date –  
H.S.  
Graduation

38. **Recommend** approval of the following off-site facilities to be used for practices during inclement weather at no cost to the district:

Off-site  
Practice site –  
Golf Team

- **Spring Meadow Golf Course**

39. **Recommend** approval of the revised Athletic Director's Job Description as per **Doc. 1.**

Athletic  
Director's Job  
Description –  
Document 1

40. **Recommend** approval of the advertisement and solicitation of Requests for Proposals for the District's 2014-2015 Food Service Management.

RFP – 2014-15  
Food Service  
Management

*Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Motion – Items #41 through #46.*

*Motion was made by Mrs. Garrett-Muly, seconded by Mr. Campbell, to approve the Manasquan/Sending District Motion – Items #41 through #46.*

*Discussion: Mr. Furey presented a point of order with regard to #42, #43 and #44 - He asked that the total amount paid be indicated in motions that relate to matters that occurred prior to the meeting.*

*Roll Call Vote: Ayes (11); Nays (0); Absent (1) – Mrs. Walsh* **MOTION CARRIED**

Manasquan /  
Sending  
District Motion  
Items #41 - #46

41. **Recommend** approval of the appointment of **Christopher Craig**, TCH.HS.SPED.RR.13, as a High School Special Education Teacher beginning April 22, 2014 through June 30, 2014 at Step 1M, \$49,500.00 – pro-rated.

Special Ed  
Teacher  
C. Craig

42. **Recommend** approval for the following teachers to teach a window of the Alternative High School Assessment beginning January 13 through February 7, 2014 at a stipend of \$57.00 per block:

Stipend for  
Alternative H.S.  
Assessment

**Kris Buss – Math**

**Amy Boss – Math**

**Monica Fenlon – English**

43. **Recommend** approval for the following teacher to cover Study Hall beginning January 13 through February 7, 2014 at a stipend of \$28.50 per day:

Stipend -  
Study Hall  
Coverage  
D. Hallion

**David Hallion**

44. **Recommend** approval of the following teachers for duty coverage beginning **January 28 through March 3, 2014** at a stipend of **\$28.50 per day**:

Stipend -  
Duty Coverage

**Tom Glenn – Block 3A**

**Lou Certo – Block 3C**

45. **Recommend** approval of the following substitutes for the 2013 – 2014 SY:

Substitutes

<b><u>Julianne Brzycki</u></b>	-	Paraprofessional & Secretary
<b><u>Karen Cavan</u></b>	-	Nurse
<b><u>Marie Cooper</u></b>	-	Teacher
<b><u>Katie Golding</u></b>	-	Teacher
<b><u>Michael Hackett</u></b>	-	Athletic Trainer
<b><u>Kevin Ludwig</u></b>	-	Teacher
<b><u>Veronica O'Connor</u></b>	-	Teacher
<b><u>Timothy Sullivan</u></b>	-	Teacher

46. **Recommend** approval of the following home instructor providers:

Home  
Instruction  
Providers

<b>Home Instructor</b>	<b>Student #</b>	<b>Subject</b>	<b>Rate</b>	<b>Time Period</b>
James Mawn	15114	English	\$30.00/hour	3/19 – 4/22/2014
Jerry Joyce	15114	US I Honors	\$30.00/hour	3/19 – 4/22/2014
Elvia Kenny	15144	Spanish	\$30.00/hour	3/19 – 4/22/2014

*Mr. Pellegrino asked for a motion to approve Manasquan/Sending District Motion – Items #47 through #53.*

Manasquan /  
Sending  
District Motion  
Items #47 - #53

*Motion was made by Mrs. DiPalma, seconded by Mrs. Bossone, to approve Manasquan/Sending District Motion – Items #47 through #53.*

*Discussion: None*

*Roll Call Vote: Ayes (11); Nays (0); Absent (1) – Mrs. Walsh      MOTION CARRIED*

47. **Recommend** approval of the following appointments for extracurricular/coaching positions for the 2013-2014 SY:

Extracurricular  
/ Coaching  
J. Menafrá

**John Menafrá** - **Boys' Assistant Lacrosse Coach at Step 1 - \$2,400.00**

48. **Recommend** approval of the following non-paid volunteer coaches for the 2013-2014 SY:

H. S. Non-Paid  
Volunteer  
Coaches

**Kaitlin McLaughlin** - Assistant Track Coach

**Anastasia Michals** - Girls' Assistant Lacrosse Coach (pending criminal history approval)

**49. Professional Days**

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

H.S.  
Professional  
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
March 26, 2014	Margaret Polak	Lacey Township	To learn about pending legislation requiring paras who work with autistic children	No	\$16.12 mileage
March 28, 2014	Jason Bryant	James Madison Univ., Virginia	Scholarship Committee	Yes	None
April 3, 2014	Dina Elms	Georgian Court Univ.	Monmouth County School Counselors Assoc. Annual Conference	No	None
April 3, 2014	Jesse Place	Piscataway	Broadband Seminar	No	\$26.78 mileage
April 4, 2014	Susan Lord VanNote	Bridgewater	NJ Learning Consultants Spring Conference	No	\$175 registration \$27.84 mileage
April 8, 2014	Kim Read	Mt. Laurel	Preparing for Annual Audit	No	\$50 registration \$37.37 mileage
April 8, May 28, June 18, June 26, 2014	Teresa Blasi	Eatontown	Systems 3000 Training	No	\$47.06 mileage
April 14, 16, 16, 2014	Bernie Bigley	Atlantic City	NJ School Buildings and Grounds Expo	No	\$100 registration \$45 mileage
May 8, 2014	Sandi Freeman	Mt. Laurel	NJASBO Administrative Assistant Workshop	No	\$50 registration \$37.37 mileage
May 23, 2014	Susan Villano	Shadowbrook, Shrewsbury	Governor's Teacher Recognition	No	None
May 28, 2014	Kim Read	Eatontown	Systems 3000 Training	No	\$9.80 mileage
June 12 – July 18, 2014	Jim Fagen	James Madison Univ.	Workshop on the American Constitution	Yes	None

**50. Field Trips**

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

H.S. Field Trips

<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>
April 2014 date TBD	Claire Kozic	Health Careers Academy	Mutter Museum, Philadelphia	Museum of medical history	Yes – 3	\$1,000 Transp.	Students
April 26, 2014	Martin Januario	French Club	Metropolitan Museum of Art, NYC	To visit the European Gallery of the museum	No	None	French Club
May 1, 2014	John Driscoll	Juniors & Seniors	Six Flags Great Adventure	Presentation on Digital Marketing	Yes – 3	\$510 transportation	None
May 13,	John	Academy	First Energy	Presentation on how the Blue Claws	Yes	\$600	None

2014	Driscoll	of Finance	Park, Lakewood	organization operates on a daily basis	- 3	transportation	
May 21, 2014	Jim Fagen	History	United Nations	To tour the United Nations	Yes - 2	\$400 transportation	Students
May 22, 2014	John Driscoll	Academy of Finance	Prudential Financial, Newark	To tour the trading area	Yes - 4	\$300 transportation	None

H.S. Field Trips  
(continued)

#### 51. Placement of Students on Home Instruction

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

#172094	Grade 9	February 24, 2014 – TBD (Medical)
#1678	Grade 12	March 10, 2014 – June 23, 2014 (Medical)
#151114	Grade 11	March 19, 2014 – TBD (Injury)

H.S. Home  
Instruction

#### 52. Placement of Students Out of District

No placements at this time.

H.S. Out of  
District  
(no report)

#### 53. Financials

**Recommend acceptance** of the following **High School Central Funds Report** for the month ending **February 28, 2014 as per Document 2.**

H. S. Central  
Funds Report  
Document 2

*Mr. Pellegrino opened the Public Forum.*

#### 54. Public Forum

*Julia Barnes, Woodland Avenue, Brielle, spoke on the importance of student athletes' safety and pointed out safety issues she has observed relating to the lacrosse teams use of the army camp fields and the lack of regulation fields for various sports in the district.*

*Michelle LaSala, 44 Parker Avenue, Manasquan, on behalf of the Concerned Manasquan Taxpayers, referred to a previously proposed plan to turf the existing field that now is said to not be feasible when in the past it was a consideration. She said her group is not opposed to a field upgrade but is opposed to the conceptual plan chosen by the Board.*

*Mr. Carrea addressed Mrs. LaSala's question on moving forward with the bidding of the field construction and clarified that funds must be available prior to the bidding process.*

*Ms. LaSala asked the Board to make sure the project can be funded without having to go to referendum.*

*On behalf of herself, Mrs. LaSala, asked that guidelines be developed for Board Members with regard to electronic communications.*

*Dave Erickson, 301 Old Bridge Road, Brielle, spoke on public misinformation about the proposed projects. He pointed out that the correct information is on the school website.*

*Carl Straub, 27 Willow Way, Manasquan, spoke on behalf of a group of neighbors with property immediately adjacent to the school property. He questioned the retaining wall project specifically with respect to drainage issues that currently exist in the area.*

*Carol Wilkens-Kirkman, 22 Willow Way, Manasquan, a member of the CMT, speaking on behalf of herself, commented on the misinformation, conflicting statements and misconceptions that have been presented in the many presentations on the athletic field and wall projects relating to the drainage and flooding situation.*

Public Forum

*Julia Barnes, Woodland Avenue, Brielle, reminded the Board of the lightning procedures that were to be in effect for the 2013-2014 school year. She expressed concern that the Board has not fully addressed these procedures. Mrs. Barnes referred to Title IX requirements when improvements are made to existing fields.*

*Michelle LaSala, 44 Parker Road, Manasquan, asked if Manasquan School District was grandfathered with respect to Title IX relating to the current field placement. She asked if moving the baseball field off site and having two softball fields on the high school campus would be affected by Title IX.*

*Dave Eareckson, clarified that the timeframe of the first public presentation was over seven years ago and the permits were submitted over five years ago. He confirmed his message has been consistent that there will be little improvement to flooding and the field is not the problem. He asked that the record be clear that the field will not cause any additional flooding.*

*Jane Richards, 21 Willow Way, Manasquan, feels bidding on the projects is premature and believes that more than one plan should be taken into consideration. She commented that posting information on the website does not always get out there since not all people in Manasquan have computers.*

*Laura Hart, N. Main Street, Manasquan, thanked the Board for organizing and helping get a fan bus for the basketball game in Trenton. She commented that she hoped that any funds that were allocated for the drug testing be put towards education within the classroom on the dangers of drug use. She commented that the high school has an amazing nutrition class at the high school and the teacher and students could possibly provide input with the food service program.*

*Richard Dunne, Long Avenue, Manasquan, has concerns with the cost of accommodating every sport on campus.*

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

#### **55. Old Business/New Business**

*Old Business – No Report*

Old Business

*New Business – Mrs. Garrett-Muly commented that the Manasquan Elementary School Science Fair was a fantastic event. She thanked the parents who organized the program and hoped that the Board would consider continuing with this event should the PTO no longer organize the program in the future.*

New Business

*Mr. Pellegrino thanked Mr. Battaglia and Mrs. McKenzie for their help in chairing the Squan-A-Thon and a special thanks to the custodial crew for their help during the program.*

*Mr. Pellegrino said the Board would not be entering into Executive Session and asked for a motion to adjourn.*

#### **56. 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 at \_\_\_\_\_, Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and

Executive  
Session  
(N/A)

**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 on 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.**

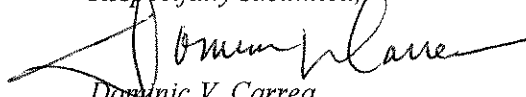
**57. Public Forum - No Comment**

*Motion was made by Mr. Campbell, seconded by Mrs. DiPalma, and approved by voice vote of all those present to adjourn the Regular Open Public Meeting at 9:40 p. m.*

**58. Adjournment**

Motion to Adjourn

*Respectfully submitted,*



*Dominic V. Carrea*

*Interim Business Administrator/Board Secretary*

*Executive  
Session  
(N/A)*

*Public Forum  
(No comments)*

*Adjournment*

# EDUCATION, CURRICULUM & TECHNOLOGY COMMITTEE MEETING

MARCH 19, 2014

5:00 P.M.

## Minutes

Attendance: Tom Pellegrino, Renae LaPrete, Jesse Place, Rick Coppola, Colleen Graziano, Barbara Kerensky

**NOTE: Any questions concerning minutes, please contact Renae.**

## NEW BUSINESS

1. Mr. Bob Waldeyer, High School Business Teacher, requested to teach an Excel class to the Manasquan Borough employees. The committee agreed to move forward with his request. Tentative dates are: April 22, 23, 29, 30 in the high school.
2. Revision of the current school year calendar 2013-2014. Grade 8 Graduation / Promotion, Friday, June 20, 2014 and the High School Graduation, Monday, June 23, 2014.
3. Basic Skills Teacher – recommendation as discussed last month, Title I monies will pay for this new teaching position. The candidate will be discussed in the Personnel Committee on March 20, 2014.
4. Special Education position opening: Should the committee recommend the basic skills person (who is a current special education teacher) for the basic skills position, we will need to post for a special education teacher.
5. Mrs. Kerensky
  - Evaluation Instrument – attached is a handout explaining the teacher instrument which the district will be using. We will be using 5 domains.
  - PARCC Update – Mr. Place explained that we are preparing for the administering of the Pilot PARCC Test in the elementary and high schools.
6. T-1 – Transitional 1<sup>st</sup> grade 2014 – 2015 – Mrs. Graziano explained in lieu of having more retentions in kindergarten, 1 of 4 sections in grade 1 next year will be designated as a T-1 class for those students needing additional support in order to maintain grade level.
7. Request for tuition reimbursement – Miss LaPrete explained that we have a request from Brett Lomas for our district's tuition reimbursement program. Mr. Lomas was accepted into an Educational Leadership, Management & Policy Education program at Seton Hall University. The request is past the due date however, we do have money in this account which generally is never fully utilized. Miss LaPrete recommended that the committee consider Mr. Lomas's request. The committee agreed.

## OTHER

Mr. Coppola continued to update us on the English I Honors & Biology Honors classes for incoming freshman who qualify. These students will be taking a test for acceptance on April 23, 2014. Part of the recruitment process is to retain as many 8<sup>th</sup> graders from our sending districts as previously discussed. Mr. Sean McCarthy, Dean of Students, will be visiting our sending district 7<sup>th</sup> graders. Visits to our 8<sup>th</sup> grade sending district students already took place. Manasquan high school students will attend with Mr. McCarthy.

# **ATHLETIC/COMMUNITY RELATIONS COMMITTEE MEETING**

**MARCH 20, 2014**

**5:00 P.M.**

Attendance: Linda DiPalma (Chairperson), Fred Sorino, Heather Garrett-Muly, Renae LaPrete, Ron Kornegay,

## **Minutes**

**NOTE: Any questions concerning minutes, please contact Renae.**

### **1. Old Business**

Boys Assistant Lacrosse Coach – John Menafrá – Step 1 - \$2,400.00

### **2. New Business**

- Volunteer Girls Lacrosse Coach – Anastasia Michals – pending criminal history approval
- Volunteer Tennis Coach (Elementary School) – Marie Cooper - pending criminal history approval
- Volunteer Track Coach – Kaitlin McLaughlin – substitute in our district
- Recommend Spring Meadow Golf Course off site facility to be used for practices during inclement weather at no cost to the district.
- Attached for approval – Elementary School Baseball and Softball 2014 schedules
- Athletic Director's Job Description - #18 was added:  
To conduct an annual meeting with the elementary and high school nurses and the district's athletic trainer in updating the district's Automated External Defibrillator (AED) equipment. We have the AEDs' now at Mallard Park, Sea Girt Army Camp and at our softball field.
- Recognize elementary and high school athletes at 3/25 board meeting
  - Elementary Girls Basketball Team
  - High School Girls' Bowling
  - High School Boys' and Girls' Basketball Teams
- Coach Positions – 2014 – 2015 SY – Mr. Kornegay will interview candidates for next year. We will post for all coaching positions next week. Recommendations to be approved at the April board meeting.
- Mr. Kornegay spoke to the officials at the Army Camp. They will provide shelter for our athletes when there is lightning. Visiting teams will return to their bus.



## PERSONNEL COMMITTEE MEETING

MARCH 20, 2014

6:00 P.M.

### Minutes

Attendance: Linda DiPalma (Chairperson), Ken Clayton (Co-Chair), Donna Bossone, Fred Sorino, Heather Garrett-Muly, Renae LaPrete, Jesse Place, Margaret Polak

**NOTE: Please contact Renae LaPrete with any questions you may have regarding these minutes.**

### New Business

#### 1. Retirements

- Nancy Barrett – Elementary – 1<sup>st</sup> Grade
- Barbara Clarke – Elementary – 5<sup>th</sup> Grade
- Mary VanWickle – Kindergarten

#### 2. Teachers recommended for March 25, 2014 approval

- Special Education Teacher – Christopher Craig – Master of Arts in Teaching – Monmouth Univ. Certification: Special Education, Social Studies, & Elementary K-5 – recommend at Step 1M - \$49,500.00 – replaces Meika Laszlo who resigned
- Basic Skills Teacher – recommend Kindle Kuriscak (currently special education teacher in MES)
- Need to post for Kindle Kuriscak's position – Special Education

#### 3. Stipend Positions

Recommend approval for:

- AHSA
- Study Hall
- Duty Coverage
- Digital Storytelling
- 8<sup>th</sup> Grade Class Trip Chaperones

#### 4. **Salary adjustment for Teresa Savage, School Psychologist – salary originally approved incorrectly on January 28, 2014.**

#### 5. **Recommend approval for mentor Lisa Kukoda for provisional teacher Stephanie Kenny (Social Studies)**

#### 6. Substitutes – monthly approval

- Julianne Bryzcki – Paraprofessional, Secretary
- Karen Cavan – Nurse
- Katie Golding – Teacher
- Michael Hackett – Athletic Trainer
- Kevin Ludwig – Teacher
- Veronica O'Connor – Teacher

#### 7. Discussion

- Maternity Leaves – Miss LaPrete reported that a teacher requested a maternity leave for the 2014-2015 school year. She is currently on a two year leave of absence. The committee recommended that the board consider a 1 year maternity leave for our employees. Although there wasn't a final decision, Miss LaPrete will investigate and report back next month on how we will define "1 year". By approving maternity leaves, the district is obligated to keep the position for that individual until they choose to return.

- **Substitute Nursing Services** – Miss LaPrete explained the need for substitute nurses. She contacted Interim Health Care in Hamilton, NJ. Their fee is \$52.00/hour. Monmouth Ocean Educational Services Commission (MOESC), \$50.00/hour. Our current nurse substitute rate is \$100.00/day. A recommendation was made to pay our substitute nurses \$150.00 daily. Miss LaPrete will survey area schools and will meet with the President of the MEA, Kirt Wahl. She will report back next month.
- **1:1 Paraprofessional Request** – Mrs. Polak discussed the need to post for a grade 1 child who regularly exhibits outbursts and needs to be supervised by an adult, other than the classroom teacher. The child is high functioning and not classified. The committee agreed to create and post for the para position.
- **OPRA Request** – Jesse Place submitted an OPRA log (attached) from September 1, 2013 through March 2014. As of today, for the month of March alone, there have been 69 OPRA requests. It was recommended that we develop a job description for a position of Custodian of Public Records! Committee approved and we will submit and review this job description at the April committee meeting.

# Minutes

## **BUILDINGS AND GROUNDS COMMITTEE MEETING**

**Wednesday, March 19, 2014 @ 7:20pm-8:20 pm**

Members Present: Jack Campbell, Chair, Jim Walsh, Donna Bossone, Tom Pellegrino

Administrators: Renae LaPrete, Dominic Carrea, Bernie Bigley

### **Old Business:**

#### **1. Tree Removal, Re-grading and Fencing Costs**

- a. With the decision not to take the tree down by the Board Office alternative solutions to the flooding issue need to be developed. Monies will be budgeted in the 2014-15 school year for this purpose.

#### **2. Tennis Courts:**

- a. The courts were power washed this year. Resurfacing of the courts will be scheduled in June with All Star Tennis at a cost of \$23K. The cost of this project will be shared with the town.

#### **3. MES Fencing/Installation -**

- a. The fence by the garden plots will be replaced and funded by the PTO.

#### **4. The New Jersey Cares-**

- a. **Work completed**- On Saturday October 12, 2013 they painted the Elementary Vice Principal's Office and Teachers Room. On January 20, 2014 new playground equipment was installed by New Jersey Cares.
- b. **Work to be done at MES** -Installation of a fence to block off the protected stream that runs under the school building. Deliver and assemble chairs for faculty room, furnish and installation of the fence described above in 8b, painting game lines on the blacktop, including a large US map, 4 square, and hopscotch and basketball keys, painting the warrior head logo on the brick wall outside the stairs that lead to the girls locker room. Painting designs will be pre-approved by the District prior to any work being done.

#### **5. Matrix New World Contract- second amendment to contract regarding HS Athletic Field Complex not approved to date: \$21,000 (Bid phase-\$4000., Limited construction support services-\$14,500, Estimated Direct expenses-\$2500)**

Approval of this amendment is on hold until project approval is received from the State.

## **New Business:**

1. **Manasquan Warrior Athletic Complex and Retaining Wall & Drainage Improvement Projects-** The Committee discussed the attached two (2) Determination letters dated 3.10.14 from the State DOE regarding their approval of these two projects particularly with regard to funding sources. Mr. Carrea stated that funding for the retaining wall project is included in the 2013-14 Capital Outlay Budget. Funding sources/options for the Track and Field project were discussed earlier tonight by the Finance Committee with Mr. Bob Allison.
- a. **Review of draft Bid Advertisement for Retaining Wall and Drainage Improvement Project-** Mr. Carrea reviewed timelines for the advertisement, receipt and approval of this bid.
2. **Purchase of 2015 Ford F350 Truck with current, budgeted CDL Funds-** Mr. Bigley reviewed the current attached inventory of vehicle equipment. This new truck will replace a 1988 Ford pickup that is currently unusable.
3. **Discussion of letter dated 3.11.14 from the NJ Department of Labor and Workforce Development-** regarding the attached formal complaint allegedly filed by Mr. Kirt Wahl, MEA President, and as a consequence an impending PEOSH safety inspection. Mr. Wahl, however, informed the Superintendent that he did not file this complaint and reported this identify theft to the local Police Department. Mr. Bigley assured the Committee that the District will be ready for any PEOSH inspection should it occur this year.
4. **2014 New Jersey Schools Insurance Group (NJSIG) Safety Grant Award/Application-** Mr. Carrea reviewed the attached Award letter dated 2.10.14 from NJSIG. Mr. Carrea recommended that the award of \$5657.95 be used to offset the purchase of 14 additional wireless radios for our custodians and replace the more costly push to talk Verizon phones at a monthly savings of approximately \$450/month. These radios will be used to supplement the recently purchased two way radio system security upgrade and 16 radios to improve the overall safety and security of both school buildings and grounds.
5. **2014-15 Budget Update-** Mr. Carrea led a discussion of the attached, revised 2014-15 Buildings & Grounds and Capital Outlay Budgets
6. **Other matters pertaining to this committee.**
  - a. **Solicitation of Food Service Proposals for 2014-15 school Year** -Mr. Carrea informed the Committee that the District must solicit Food Service proposals for the 2014-15 School Year since we are in the fifth year and last renewal with Culinary Simplified Services Inc., our current Food Service Management Co.. Federal/State Regulations permit the renewal of a base year contract for an additional 4 years.
  - b. **Request from Tom Bauer-** In an e-mail request dated 3.19.14 Mr. Bauer requested, since he is no longer a Board Member, that his firm's name be uncovered on the banner hanging outside the MHS Gym and his firm's name and logo restored to the graphics on the District's website. The Committee expressed approval as long as it was cleared by the Board Attorney.

## **PROPOSED RESOLUTIONS for March 25, 2014 AGENDA**

1. **Recommend approval to purchase of one (1) 2015 Ford F350 truck in the amount of \$32563.00 from Cherry Hill Ford, 250 Haddonfield Berlin Road, Cherry Hill, N.J. 08034 under N.J. State Contract # A83558 with 2013-14 FEMA CDL Funds.**
  
2. **Recommend approval of the submission of the grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Sub fund in the total entitlement amount of \$5657.95 for the period July1, 2014-June 30, 2015. These funds will be used to offset the purchase of 14 wireless radios for our custodians and supplement the recently purchased two way radio system upgrade and 16 radios to improve the overall safety and security of both school buildings and grounds.**
  
3. **Recommend approval of the advertisement and solicitation of Requests for Proposals for 2014-15 Food Service Management**

**MINUTES**  
**FINANCE COMMITTEE MEETING**  
**Wednesday March 19, 2014 @ 6:00 pm-7:15pm**

Members Present: Jim Walsh, Chair, Ken Clayton, Tedd Vitale, Jack Campbell, Tom Pellegrino

Administrators Present: Renae LaPrete, Dominic Carrea

**Old Business:**

1. **RFP for Health Insurance Broker** –A resolution for approval to solicit Requests for a Health Benefits Broker was approved by the Board on August 22, 2013. **Based on the strong presentation made by Brown & Brown at last month's Finance Committee Meeting and their recent offer to lower their 2014-15 commission rates for health from 2.5% to 1.5% and prescription from 3.5% to 3% Mr. Carrea recommended that the Committee not pursue an RPP at this point in time. After some discussion the Committee asked that Mr. Carrea contact Gary Goldfarb regarding B&B submitting an alternative, fixed fee proposal for the 2014-15 School Year.**
2. **The New Jersey Cares Update** –
  - a. Work completed-On Saturday, October 12, 2013 they painted the Elementary Vice principal's Office and Teachers' Room. On January 20, 2014 new playground equipment was installed by New Jersey Cares at MES
  - b. Work to be done- Installation of a fence to block off the protected stream that runs under the building. Deliver and assemble chairs for the faculty room, furnish and install fence in front of the culvert, painting game lines on the blacktop including a large US map, 4 square, and hopscotch and basketball keys, painting the warrior head logo on the brick wall outside the stairs that lead to the girl's locker room. Painting designs will be pre-approved by the District prior to any work being done.
3. **Second amendment to the MATRIXNEWORLD contract** – regarding the Athletic Complex Project has not been approved to date: \$21,000.00 (Bid Phase \$4,000.00, Limited Construction Support Services \$14,500.00, Estimated Direct Expenses \$2,500.00)- Approval of this project is on hold until project approval is received from the State
4. **Auditing Services-** Discussion of resolution tabled by the Board at the January 9, 2014 Organization Meeting to appoint Holman/Frenia/Allison, PC as the Public School Account for the 2013-2014 school year at a fee of \$23,000. **Holman et al and Robert Hulsart and Co. will be invited to interview with the Committee at a Special Finance Committee Meeting scheduled for Tuesday April 1, 2014 @ 5:30 pm. Note: According to the Board by Laws the appointment of the school auditor must be done before July 1.**
5. **FEMA Community Disaster Loan (CDL) Funds Update-** the District applied for and received reimbursement in the amount of **\$ 828,132** of the \$1,376,474 CDL approved for Manasquan the 2013-14 school year for expenses incurred to date.

## **New Business**

1. **Discussion of two (2) Determination Letters dated 3.10.14 from the State DOE regarding the approval of the Warrior Athletic Field Complex and retaining wall/drainage projects.** - Mr. Bob Allison and Dave Eareckson were in attendance and discussed both the scope of the work involved in Phase 2 and various funding options for completing the Warrior Athletic Field Complex Project. Also discussed was the timing of the solicitation of bids for the retaining wall and drainage project. Mr. Carrea recommended dates for the advertisement, receipt, and Committee review and Board action on this bid.
2. **2013-2014 Budget Update-** Mr. Carrea reviewed the letter dated 3.18.13 that he sent to Mr. Passiment, Executive Monmouth County Superintendent of Schools requesting approval of a \$50K transfer to cover legal expenses for the balance of the 2013-2014 school year.
3. **2014 New Jersey Schools Insurance Group (NJSIG) Safety Grant Application** – Mr. Carrea reviewed the attached Award letter dated 2.10.14 from NJSIG. He recommended that the award of \$5657.95 be used to offset the purchase of 14 wireless radios for our custodians and replace the more costly push to talk Verizon phones at a monthly savings of approx. \$450/mo. These radios will be used to supplement the recently purchased two way radio system security upgrade and 16 radios to improve the overall safety and security of both school buildings and grounds.
4. **Purchase of 2015 Ford F350 Truck with current budgeted CDL funds-** Mr. Carrea reviewed the current inventory of vehicle equipment. This new truck will replace a 1988 Ford Pickup that is currently unusable.
5. **Solicitation of Food Service Proposals for 2014-15 School Year-** Mr. Carrea informed the Committee that the District must solicit Food service proposals for the 2014-15 School Year since we are in the fifth year and last renewal with Culinary Simplified Services, Inc., our current Food Service Management Company. Federal/State regulations permit the renewal of a base year contract for an additional 4 years.
6. **Payment of Insurance Deductible for legal services** – Mr. Carrea informed the Committee that the School District is currently involved in two (2) Special Education Due Process Hearing Requests. Methfessel and Werbel, PC is the defense counsel selected by The New Jersey School Boards Association Insurance Group to represent and defend the School District in both of these matters. The School Leaders Errors and Omissions coverage under our Liability Policy provides for a limit of liability of \$100K per claim and \$300K per policy limit with a \$5K deductible per claim.
7. **2014-15 Estimated Tuition Rates-** Mr. Carrea again discussed and reviewed his previously made recommendation not to increase tuition rates for the sending districts next year
8. **Proposed 2014-2015 Budget Development Update-** Mr. Carrea reviewed the revised Budget Summary cover page for 2014-15 which reflected a deposit into Capital Reserve of \$300K with current tuition rates. Mr. Carrea recommended and the Committee agreed to schedule the date of the formal Public Hearing on the 2014-15 Budget for Tuesday May 6, 2014. Adoption of the Final 2014-15 Budget by the Board will immediately follow the Public Hearing. 2014-15 Budget information will be distributed to the entire Board in this Friday's Confidential Memorandum in preparation for next week's Special Public Meeting on Thursday, March 27, 2014, at which time the Board will adopt a tentative 2014-15 School Budget.
9. **Monthly Reports-** the Check Register, Purchase Order Report, Board Secretary and March Transfer Reports were distributed to Committee Members for their review.
10. **Other items for discussion pertaining to this Committee**
  - a. Mrs. LaPrete advised the Committee of a request that she received from Mike Shelton to post the MEA and MAA contracts online. After some discussion the Committee denied this request. Interested parties could obtain copies per an OPRA request.

**PROPOSED RESOLUTIONS FOR March 25, 2014 AGENDA (Regular Meeting)**

1. Recommend approval to purchase of one (1) 2015 Ford F350 truck in the amount of \$32,563.00 from Cherry Hill Ford, 250 Haddonfield Berlin Road, Cherry Hill, N.J. 08034 under N.J. State Contract #A83558 with current budgeted CDL funds
2. Recommend approval of the submission of the grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Sub fund in the total entitlement amount of \$5,657.95 for the period July 1, 2014-June 30, 2015. These funds will be used to offset the purchase of 14 wireless radios for our custodians and supplement the recently purchased two way radio system upgrade and 16 radios to improve the overall safety and security of both school buildings and grounds.
3. Recommend approval of the advertisement and solicitation of Requests for Proposals for the District's 2014-15 Food Service Management.
4. Recommend approval of the payment of the insurance deductibles in the amount of \$5000 per case, for legal services provided by Methfessel & Werbel for legal representation in two (2) Due process Hearing Requests (Matter ID#:77849 and 78967

**PROPOSED RESOLUTIONS for March 27, 2014 AGENDA (Special Meeting)**

1. Recommend 2014-15 Tuition Rates
2. Recommend adoption of tentative 2014-15 Budget Resolutions