

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, July 15, 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**

Pledge of Allegiance

**3. Roll Call**

Roll Call

<i>Bruce Bolderman</i>	<i>Mark Furey (Belmar)</i>	<i>Anne McGarry (SLH)</i>
<i>Donna Bossone</i>	<i>Terence Hoverter - absent</i>	<i>Alexis Pollock</i>
<i>Martin Burns - absent</i>	<i>Dennis Ingoglia (Brielle)</i>	<i>Alfred Sorino</i>
<i>Eugene Cattani</i>	<i>Joseph Loffredo</i>	<i>Colin Warren – absent</i>

*Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Michael Gross, Board Attorney; Rick Coppola, Director of Curriculum and Instruction; Lesley Kenney, Director of School Counseling Services; Jesse Place, Director of Technology and Human Resources; Sandi Freeman, Recording Secretary. Quorum Reached*

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

**4. Mission Statement**

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.

**5. Statement to the Public**

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 Combined Committee of the Whole and Regular Board meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After discussion during the Committee of the Whole portion of the meeting, the matter is focused on during the Regular Public Board Meeting agenda and presented to the Board of Education for a vote.

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

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

Minutes

*Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Sorino*

**MOTION CARRIED**

**6. 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 June 11, 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.

**7. Student Board Representative Report - No Report for the Month**

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

**8. Presentations**

• **Colin Flood – Track & Field Accomplishments**

*Dr. Kasyan introduced Colin Flood and congratulated him, his parents and coach on his outstanding track and field accomplishments. Dr. Kasyan introduced the track coach, Ms. Read, and asked her to say a few word about Colin's accomplishments. Ms. Read commended Colin on his hard work and determination along with all of his successes. Dr. Kasyan thanked Ms. Read for her focus and effort to keep the athletes interested in the program. Colin Flood was presented with a plaque from the board.*

*Dr. Kasyan introduced Mrs. Graziano and Mr. Roach to present an overview of the elementary school overview.*

• **Elementary School Overview – Presented by Colleen Graziano and Justin Roach**

*Mrs. Graziano provided a comprehensive report on the new initiatives in place this year and the plans on how to progress with them, along with new programming in place for the upcoming school year. Mrs. Graziano thanked Dr. Kasyan and the board for adding the position of Supervisor of Instruction to the elementary school. She said that this has been an extremely valuable position and many of the things being presented tonight would not have been possible without this position. Mrs. Graziano said a textbook committee would be formed to review a new K-5 mathematics series. Dr. Kasyan asked if the program could be piloted for a year prior to changing the program. Mr. Roach explained the importance of the professional development involved in implementing a new program. He said that this will be discussed with the committee. Mrs. Graziano said they will see what the publishers have to offer with a pilot program. Mr. Roach spoke on the results of the investigation of introducing a middle school model to the district versus the current K – 8 model. He compared the administration structure of the two models and it is believed that the current structure is most beneficial and provides the best value to the school. A copy of the report will be included in the formal minutes.*

*Mrs. Graziano addressed Mr. Cattani's questions on the algebra and geometry programs at the elementary school and the criteria in place to determine placement in the program. Mr. Roach addressed Mrs. Bossone's question on the evaluation process at the elementary school. Mr. Roach addressed Mr. Warren's question on the success metrics and how they are measured. Mr. Loffredo thanked Mrs. Graziano and Mr. Roach for providing this information and for changing the middle school classroom structure to align with the new high school schedule. Mr. Roach addressed Mr. Loffredo's question on the benefits of utilizing an outside consultant for language arts and math. Mr. Warren commented that the district needs to raise the SAT scores and asked how these programs address the SAT prep aspect. Dr. Kasyan asked Mr. Coppola to address this question. Mr. Coppola spoke on the board's past commitment nine year ago to offer the PSAT to all students at the high school. He said that the SAT scores have improved over the last four or five years.*

*Dr. Kasyan said the purpose of tonight's presentation was to provide an understanding of what is happening at the elementary school in its current make up as a PK to 8 scenario and to provide the opportunity to ask questions on the possibility of moving to a 6 – 8 middle school. Dr. Kasyan said his ultimate goal is to raise the level of excellence and challenge the students and this will in itself help to raise the SAT scores. Dr. Kasyan asked if the board would agree to fund the PSAT's next year for grade 9 students. Mrs. Kenney said this would be beneficial and will provide benchmark data for when they take the test in sophomore year. The board was in agreement to provide the PSAT testing to the 9<sup>th</sup>*

Minutes

Student Board  
Representative  
Report  
(No Report)

Presentations

Colin Flood –  
Track & Field

E.S. Overview  
Mrs. Graziano  
& Mr. Roach

grade students. Dr. Kasyan pointed out the importance in collaborating with the sending district to be on the same page regarding instruction for when the students enter the high school.

E.S. Overview  
Mrs. Graziano  
& Mr. Roach

Dr. Kasyan thanked Mrs. Graziano and Mr. Roach for their report. He continued the presentations and introduced Mr. Robert Notley for a project update.

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

New Road  
Construction  
Project Update  
Mr. Notley

Dr. Kasyan complimented Mr. Notley on his assurance that the project is moving in the right direction. Mr. Notley provided an update on the status of the project at this time with the architect and sub-consultants. Bids are scheduled for the HVAC and partial fire alarm replacement projects on November 13<sup>th</sup>. Work will begin in the last half of the 2019-2020 school year with work being done in blocks of four classrooms at a time with most of the work taking place during the summer months. He reported on a few projects that will take place during this summer at the high school involving removal of pipe insulation, air duct cleaning and asbestos abatement and microbial growth remediation. Mr. Notley is working with the architect and consultants to put together the scope of the projects. Dr. Kasyan asked which projects will be completed by September. Mr. Notley said the CST and Guidance suite, pipe remediation and the asbestos containing material removal and the selected removal and replacement of the microbial affected piping will all be done by September. He is meeting with a duct cleaning contractor this week and hopes this can be completed prior to Labor Day weekend. Mr. Notley said the chiller will need to be shut off during the pipe remediation but the building can be opened to maintenance personnel. He explained the process involved for the microbial growth remediation and said that the rooms will be sealed off during this project. He will provide a work schedule for this project.

Dr. Kasyan thanked Mr. Notley for his report. Mr. Cattani attended a construction management meeting and award dinner in Philadelphia where New Road Construction Management was presented an award for the best referendum project under \$20 million dollars which was the Manasquan High School project. Mr. Notley said they were honored to receive this award for the high school project.

Dr. Kasyan continued with the Committee of the Whole discussion items.

**9. Discussion Items July 15, 2019 Agenda**

Discussion  
Items

- **Education, Curriculum & Technology**
- **Personnel– To be Discussed in Executive Session- Agenda Items\***

Personnel  
(Exec session)

Dr. Kasyan called the board's attention to the policies for revisions and 1<sup>st</sup> reading.

- **Policy - Agenda Items\***  
**Policies for Revision-1<sup>st</sup> Reading\***

Policy  
Revisions – 1<sup>st</sup>  
Readings

- P 5516 – Use of Electronic Communications and Recording Devices (ECRD)

P5516

Dr. Kasyan reviewed the changes made to the policy relating to cell phones and all other devices not being allowed in the students' possession while in class. Students can place them in the phone caddy in the classroom or leave them in their lockers. Mr. Coppola said that the phone caddies were utilized by the students and now that the students have their 1:1 devices they do not need their phones to utilize programs. Mr. Loffredo asked if a teacher can remove a phone from a student. Mr. Gross said that a phone can be taken from the student by the teacher to enforce the policy and return it at the end of the class. Dr. Kasyan asked the board president to form a committee to review the policy and make suggestions for any revisions.

- P 5770 – Pupil Right of Privacy

P5770

Dr. Kasyan reviewed this policy noting one change that will now say "shall" instead of "may" relating to students locking their lockers.

- P 5610 – Suspension

*Dr. Kasyan reviewed this policy that now requires a re-entry conference consisting of the parents, student and building administration.*

- P 2481 – Home or Out-Of-School Instruction for General Education Pupils

*Dr. Kasyan reviewed this policy that now clarifies that students on home or out of school instruction cannot participate in extracurricular activities.*

*Dr. Kasyan turned the floor over to Mrs. Coates for Finance and Buildings & Grounds/Facilities.*

- **Finance**

- 2018-19 Audit Schedule

*Mrs. Coates reported that the audit field work will commence on August 19<sup>th</sup> and end on August 23<sup>rd</sup>. The work will take place in the business office and the findings will be taken back to the auditor's office to prepare the report. This will provide sufficient time to meet the December 1<sup>st</sup> due date.*

- Report on Electronic Bond Sale

*Mrs. Coates reported that the bonds were awarded on June 20<sup>th</sup> to Bank of America/Merrill Lynch. She provided information on the four bidders with Bank of America/Merrill Lynch being the lowest at 2.88%. The closing took place last week and the closing papers were signed by herself and Mr. Cattani and the account was funded a couple days ago.*

- **Buildings & Grounds/Facilities - Agenda Items\***

- Deposit to Capital Reserve – revised motion\*

*Mrs. Coates referred to Item #31 in the agenda that revises a previous motion for a deposit to capital reserve adopted by the board on March 19<sup>th</sup>. She pointed out the revision to the motion reflects that out of the \$75,000 deposit to capital reserve \$25,000 can be used on an as needed basis in place of the sod replacement. Mr. Cattani said that a new company informed the district that they could maintain the field and not require replacement of the sod. The annual cost for this maintenance would be \$13,000 and will be taken out of the \$25,000. Mrs. Coates addressed Mrs. Bossone's question on use of the reserve funds for anything else and said that once it is designated for a specific purpose it cannot be changed.*

- Turf Field Use – Update from Board Facilities Committee

*Mrs. Coates said that the Facilities Committee met today at 5:00 p.m. and an update was provided by Mr. Cattani. He said that coaches have been contacted and asked to provide a schedule for captain's practices and team practices. The field is now being used accordingly with no restrictions. At today's meeting discussion took place on the public use of the field. The committee decided to run a test and open the field for three hours on Saturday morning from 9:00 a.m. to 12:00 noon for four consecutive Saturdays, starting this Saturday, July 20<sup>th</sup>. There will be a security guard present at a cost of \$90 per day. He outlined specific rules for public use and said if it does not prove to be a positive thing it will not continue.*

*Seeing no further discussion on the Committee of the Whole items, Dr. Kasyan continued with the Superintendent's Report.*

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

- **Enrollment– Document A**

- **Total Enrollment– 1,515**

- **High School – 967**

- **Elementary School – 548**

*Dr. Kasyan reported on the district enrollment, as specified in Document A.*

Policy  
Revisions – 1<sup>st</sup>  
Readings  
P5610

P2481

Finance

2018-19 Audit  
Schedule

Electronic Bond  
Sale Report

Buildings &  
Grounds/  
Facilities

Deposit to  
Capital Reserve  
– Revised  
Motion

Turf Field Use –  
Update from  
Board Facilities  
Committee

Supt's Report

Enrollment  
Document A

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

**Fire Drill Reports**

- **High School:**
  - June 4<sup>th</sup> – Evacuation Drill
  - June 7<sup>th</sup> – Fire Drill
- **Alternative School:**
  - June 4<sup>th</sup> – Evacuation Drill
  - June 7<sup>th</sup> – Fire Drill
- **Elementary School:**
  - June 6<sup>th</sup> – Security Meeting
  - June 10<sup>th</sup> – Shelter in Place Drill

*Dr. Kasyan reported on the Attendance Comparison, Fire Drill Reports, Suspensions and Tardy Reports, as specified in Document B.*

- **HIB New Jersey Department of Education School Self-Assessment Report–  
Document C1**
- **HIB Monthly Report – Document C2**
  - **High School: No Reports for the Month**
  - **Elementary School:**
    - **Five Incidents – 3 Not HIB, 2 Confirmed HIB**

*Dr. Kasyan reported that the New Jersey Department of Education School Self-Assessment Report was completed and submitted to the state of New Jersey, as specified in Document C1. He also reported on the HIB Monthly Report, as specified in Document C2.*

- **2019 Project Recognition Award – previously reported on by Mr. Cattani.**
- **Athletic Game Ticket Pricing – Senior Prices Reduced to \$2.00**

*Dr. Kasyan reported that the senior price of the athletic game ticket has been reduced to \$2.00 and there will now be two tickets this year for the games – The student and senior price will be \$2.00 and the adult price will be \$5.00.*

- **E-Sports**

*Dr. Kasyan reported that the Director of Technology and Human Resources will be focusing on E-Sports during his report. Dr. Kasyan asked if there were any questions for him and seeing none he turned the floor over to Mr. Coppola and welcomed him to his first meeting as Director of Curriculum and Instruction.*

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

*Mr. Coppola said it has been a busy summer so far going through the hiring process on both sides of the street. He said that curriculum writing is going on over the summer and units have been submitted and he is impressed with what has been presented to him. A major initiative is the new freshmen transition program that he and Mrs. Kenney are working on at this time. He said that this will be a focal point with the new principal and the guidance department with implementation at the freshmen orientation in August. A structured semester based transition program has been developed that all freshmen will go through and the first three units are complete at this time. This program will allow the students to map out what their four years might look like while at the high school. He believes that this will be a very positive piece for the incoming freshmen. New teacher orientation will take place August 20<sup>th</sup> through 22<sup>nd</sup>. Mr. Coppola concluded his report.*

Supt's Report

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

HIB NJ DOE  
School Self-  
Assessment  
Report  
Document C1

Monthly HIB  
Report  
Document C2

2019 Project  
Recognition  
Award

Athletic Game  
Ticket Pricing

E-Sports

Director of  
Curriculum  
Report  
Mr. Coppola

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

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

*Mr. Place reported that Item #12 on the agenda is a recommendation for the board entering into a new lease agreement for laptop devices for the elementary school. He said that four years ago a grant was received that financed devices for the 6<sup>th</sup> and 7<sup>th</sup> grade students and these devices are being replaced at this time. He finds that a lease agreement is most advantageous for the district and funding for the lease will be supplemented with revenue gained from the technology use fee. Mr. Place provided information on the E-Sports program and the scholarship opportunities available through this program. He said that key considerations if we bring this to the district are no different than any other sport such as student interest, a need for an advisor, equipment, and location and this will bring a cost. Further discussion will take place along with further investigation and setting up a visit to see how it works in other districts.*

*Dr. Kasyan said it is not just playing games and there are several leagues out there. He said it is his goal after doing the research to join one of the leagues if there is the student interest in the program. Mr. Place concluded his report.*

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

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

*Mrs. Kenney said she is fortunate to have summer counselors available on both sides of the street and it has been very busy. Scheduling continues along with the review of student's plans and collaboration with the CST teams and the guidance counselors. Registration is ongoing in the high school and grades are being finalized from this year. They are balancing the master schedule and reviewing teacher's schedules. The portal will be opening on August 16<sup>th</sup> for the students to get their schedules and this will allow for changes to be made prior to the start of the school year. Freshmen Orientation will take place on August 21<sup>st</sup> and 22<sup>nd</sup>. Mrs. Kenney will work with Mr. Place with regard to the laptop distribution. A date for the College Fair has been scheduled for October 3<sup>rd</sup> and the 8<sup>th</sup> Grade Open House is scheduled for October 23<sup>rd</sup> and 24<sup>th</sup>. She reported that the NJSLA state testing and AP testing are being mapped out for the end of April through May for both schools.*

*Dr. Kasyan said that the main focus is to have a clean opening in September.*

*Mr. Loffredo asked who selects the dates for Back to School Night. Dr. Kasyan said these dates are selected in conjunction with the building principals and after checking to see if there are no major conflicts with the date. Mr. Loffredo asked if the dates could be set prior to the beginning of the school year for planning purposes. Mrs. Kenney said that dates are scheduled and are provided on the individual school's home page.*

*Dr. Kasyan concluded his report.*

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

*Motion was made by Mrs. Bossone, seconded by Mr. Warren, to approve and accept the Superintendent's Report.*

*Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Sorino*

**MOTION CARRIED**

**Recommend approval and acceptance of the Superintendent's Report.**

Supt's Report  
(continued)

Director of  
Technology &  
Human  
Resources  
Mr. Place

Director of  
School  
Counseling  
Services  
Mrs. Kenney

Approval and  
Acceptance of  
the Supt's  
Report

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

*Public Forum  
on Agenda  
Items*

**11. 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.

*Mr. Cattani closed the Public Forum seeing no participation from the public.*

*Mr. Cattani asked if there were any items in the Manasquan General Items that require a separate vote. Seeing none, he asked for a motion to approve Items #12 through #26.*

*Motion was made by Mrs. Pollock, seconded by Mrs. Bossone, to approve Manasquan General Items #12 through #26.*

*Manasquan  
General Items  
#12 - #26*

*Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Sorino*  
*MOTION CARRIED*

**MANASQUAN**  
**General Items**

- 12. Recommend** approval to acquire and to finance by means of a 3 year, fair market value lease 150 Dell Latitude 3330 laptop devices for Manasquan Elementary School in an amount not to exceed \$23,143.15 per year (\$69,429.45 total) through Dell Financial Services, pending attorney review of contract. Device pricing per NJ State Contract # 89967.
- 13. Recommend** approval of the use of ESEA Grant Title IV, Part A funds to cover one hundred percent of a one-year license contract for the No Red Ink online learning platform in the amount of \$3,000, pending attorney review of contract. As per Title IV, Part A specifications, this platform "provides educators with the necessary professional learning tools, devices, content, and resources."
- 14. Recommend** approval of the creation of a central fund account for Warrior Athletics, for the purpose of MES Athletic Fundraising efforts.
- 15. Recommend** approval to accept a donation from the Warrior Club House account in the amount of \$6,000 to offset the cost of the Law Enforcement Officers services for the 2019-20 school year.
- 16. Recommend** approval that the following prices be charged to students and adults for lunches and milk for the 2019-2020 SY, with \$.05 increase per student lunch prices:

Paid Type A Lunch (Students):	\$2.85 (Gr. K – 8) \$3.05 (Gr. 9 – 12)
Paid Lunch (Adults):	\$3.50
Reduced Type A Lunch (Students)	\$0.40
A la cart milk per half-pint (Students):	\$0.50
A la cart milk per half-pint (Adults)	\$0.50

*Dell Laptop  
Device Lease*

*No Red Ink  
Online  
Learning  
Platform*

*Central Fund  
Account –  
Warrior  
Athletics*

*Donation –  
Warrior Club  
House*

*2019-2020  
School Lunch  
Prices*

- 17. Recommend** approval of the acceptance of the following Parent-Paid Tuition Students in the Manasquan Preschool Program for the 2019-2020 school year:

- 3-year old program annual tuition rate of \$1,100:  
 PreK - A Group: (P.B.); (O.K.); (T.L.); (M.M.); (L.P.) (Student I.D.'s to be determined)  
 PreK - B Group: (T.F.); (S.F.); (K.H.); (O.M.); (P.R.) (Student I.D.'s to be determined)

2019-2020  
Parent-Paid  
Preschool  
Students

- 18. Recommend** approval of the continuation of placement of the following Parent-Paid Tuition Students in the Manasquan Preschool Program for the 2019-2020 school year:

- 4-year old program annual tuition rate of \$1,700:  
 Student I.D. # 9974507524                      Student I.D. # 2522867748  
 Student I.D. # 6914771249                      Student I.D. # 2527521422  
 Student I.D. # 7020681067                      Student I.D. # 5936745785

2019-2020  
Parent-Paid  
Preschool  
Students –  
Continuation of  
Placement

- 19. Recommend** approval of the following 2019-2020 Vocational School District placements:

<u># of Students</u>	<u>Tuition/Student</u>	<u>Placement</u>	<u>Total Cost</u>
2	\$6,615	Academy of Allied Health & Science	\$13,230
2	\$6,615	Biotechnology High School	\$13,230
9	\$6,615	Communications High School	\$58,365
1	\$6,615	High Technology High School	\$ 6,615
3	\$6,615	Marine Academy of Science & Technology	\$19,845
1	\$6,615	Design Academy & Law Enforcement Program	\$ 6,615
5	\$5,725	Shared-Time Special Ed – Career Center	\$28,625
2	\$ 900	Shared-Time Regular Programs	\$ 1,800

2019-2020  
Vocational  
Placements

- 20. Recommend** approval of the 2019-2020 Extended School Year Transportation Contracts and Agreements for the period July 1, 2019 to August 30, 2019, as provided by MOESC. (Prices will be available once routes are finalized.):

2019-2020 ESY  
Transportation  
Contracts

**Estimated**

<u>Route</u>	<u>Destination</u>	<u># of Students</u>	<u>Contractor</u>	<u>Route</u>
<u>Cost</u>				
J517	Shore Center for Autism – Tinton Fall	1	Jay's Bus	\$
J581	Manasquan E.S. Preschool	8	Hartnett	\$
7537	Alpha School – Jackson	1	R&D	\$
4526	Harbor School – Eatontown	2	Seman-Tov Inc.	\$
J577	Collier High School – Wickatunk	2	Briggs	\$
J558	Oakwood School, Tinton Falls	1	Briggs	\$
Estimated Total ESY Transportation				\$

- 21. Recommend** approval of the following mileage reimbursement for the 2019-2020 school year:

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to Exceed</u>
Teresa Savage	2019-2020	.31 cents/mile	\$300.00
Kathleen Stonaker	2019-2020	.31 cents/mile	\$300.00
Alissa Boyne	2019-2020	.31 cents/mile	\$100.00
Nicole DeStefano	2019-2020	.31 cents/mile	\$100.00
Jill Wells	2019-2020	.31 cents/mile	\$100.00

2019-2020  
Mileage

**Professional Days**

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

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
September 9, 2019- September 11, 2019	Linda Bradley	Saddle Brook Marriot	Wilson Reading Systems Workshop	Yes	Mileage: \$132.06 Registration: \$649.00 (IDEA Grant Funded)
September 9, 2019- September 11, 2019	Pamela Kelly	Saddle Brook Marriot	Wilson Reading Systems Workshop	Yes	Registration: \$649.00 (IDEA Grant Funded)

E.S.  
Professional  
Days

**Student Action****Field Trips**

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

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
June 9, 2020	Laura Wahl Tom Russoniello Carrie Eastmond Andrew Manser Brenan Gordon Kirt Wahl	Grade 6	Sandy Hook	Tidal Ecosystem Education	Yes-3	None	2 Buses - \$375.00 each (Student funds)
May 2020 (Date TBD)	Heather Saake Ann Marie LaMorticella Teresa Reichy Amelia Gliddon	Grade 6-8 Shore Challenge	Brielle Elementary School	Academic Bowl	No	\$150.00 Program Fee	None

E.S. Field Trips

**Placement of Students on Home Instruction**

24. **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 for the Month**

E.S. Home  
Instruction  
(No Report)

**Placement of Students Out of District**

25. **Recommend** approval of the 2019 Extended School Year Placements and 2019-20 September – June Placements list that reflects available tuition costs. (Transportation costs to be determined once routes are established), as per **Document 1.**

2019-2020 Out  
of District  
Placements

**Financials**

26. **Recommend** acceptance of the following **Elementary School Central Funds Report** for the month ending **June, 2019** as per **Document 2.**

E.S. Central  
Funds Report  
Document 2

*Mr. Cattani asked if there were any items in the Manasquan/Sending District General Items that require a separate vote. Seeing none, he asked for a motion to approve Items #27 through #55.*

Manasquan/  
Sending  
District General  
Items #27 - #55

*Motion was made by Mr. Loffredo, seconded by Mr. Bolderman, to approve Manasquan/Sending District Items #27 through #55.*

*Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Sorino*

*MOTION CARRIED*

## **MANASQUAN/SENDING DISTRICTS**

### **General Items**

#### **27. 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).**

Finance  
Reports

The Business Administrator/Board Secretary certifies that as of **JUNE 30, 2019** 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 **\$2,608,235.00** 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 **JUNE 30, 2019** 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 JUNE 30, 2019 per Document D.** (The Treasurer of School Moneys Report for the month of **JUNE 2019** 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 **JUNE 30, 2019**, 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 JUNE and 2019-2020 for JULY** as recommended by the Superintendent of Schools, as per **Document D**.

Budget  
Certification  
Document D

**Purchase Orders** for the month of **JUNE 2019 and JULY 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 **\$614,277.71** for the month of **JULY, 2019** be approved. Record of checks (**#44765** through **#44765**), and distributions are on file in the Business Office.

Bills (Current  
Expense)

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of **\$0.00** for the month of **JULY, 2019** be approved. Record of checks (#1366 through #1366), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **JUNE, 2019** at **\$2,897,906.06** and checks (#44547 through #44764) and **(Capital Expense)** for **JUNE, 2019** at **\$97,800.42** and checks (#1357 through #1365).

**Recommend acceptance** of the following **High School Central Funds Report** for the month ending **JUNE 2019** as per **Document G**.

**28. Recommend** approval of the district application for the 2019-2020 IDEA (Individual with Disabilities Education Act) grant in the amount of \$281,423.00 in the Basic Grant (ages 5-21) and \$7,834.00 in the Preschool Grant.

**29. Recommend** approval of **Margaret Polak**, Supervisor of Special Education, to complete the Post-Secondary Outcome Study mandated by IDEA 2004 and funded by the NJDOE not to exceed \$3000.00.

**30. Recommend** approval of the use of Advanced Computer Science Grant funds to cover one hundred percent of a one-year license contract for the CodeHS online learning platform in the amount of \$2,600, pending attorney review of contract.

**31. Recommend** approval that the Manasquan Board of Education revise the original capital reserve deposit motion previously approved on March 19, 2019, in the amount of \$75,000 as follows:

- \$50,000 turf replacement
- \$25,000 to be used on an as needed basis

**32. Recommend** approval of the acceptance of the following Parent-Paid Tuition Students for the 2019-20 school year, at the annual tuition rate of \$7,261:

- Manasquan High School – Grade 9 (E.S.) Student ID# *To be determined*
- Manasquan High School – Grade 9 (L.K.) Student ID# *To be determined*

**33. Recommend** approval of the acceptance of a Tuition Free Student of Staff Member, SID#1443214974, in accordance with the MEA/MBOE Negotiated Agreement, in the 10<sup>th</sup> grade at Manasquan High School for the 2019-2020 school year.

**34. Recommend** approval to authorize Manasquan Bank to open a Referendum Account #2 and further approve that the following person/persons be authorized to sign checks and make transfers and withdrawals:

- Officials: Board Secretary and Treasurer

**35. Recommend** approval of Pay Application #16 Final– Kappa Construction Corp., for the Manasquan High School Addition, in the amount of \$181,020.54 (pending attorney review).

**36. Recommend** authorization for the School Business Administrator to execute contracts for the 2019-2020 school year with Bob McCloskey Insurance for Mandatory Student Accident Insurance, in the amount of \$56,175 and Catastrophic Student Accident Insurance, in the amount of \$8,177.00, and Voluntary Option, at no cost to the board, as per **Document H**. Contracts were previously reviewed and approved by the board solicitor.

*Bills (Capital Expense)*

*Confirmation of Bills (Current & Capital Expense)*

*H.S. Central Funds Report Document G*

*2019-2020 IDEA Application*

*Post-Secondary Outcome Study Mrs. Polak*

*CodeHS Online Learning Platform*

*Revised Capital Reserve Deposit*

*2019-2020 Parent-Paid Tuition Students*

*2019-2020 Tuition Free Student of Staff Member*

*Referendum Bank Account #2*

*Kappa -- Pay Application #16-Final*

*2019-2020 BMI - Student Accident Insurance Document H*

37. **Recommend** approval of the 2019-2020 Agreement for Cooperative Sports Programs between the Manasquan Board of Education and the Point Pleasant Beach Board of Education, in the amount of \$17,340, as per **Document I**.
38. **Recommend** approval of the agreement with Monmouth Ocean Educational Services Commission (MOESC) to provide nursing services for the 2019-2020 school year, as per **Document J** (attorney reviewed and approved).
39. **Recommend** approval of the following Requests for Obsolete Equipment Disposal:
- High School Textbooks, as per **Document K-1**.
  - Technology Equipment, as per **Document K-2**.
40. **Recommend** approval of the contract with SD Gameday, to provide and assign certified and individually-insured sub-trainers for the 2019-2020 school year (pending attorney review).
41. **Recommend** approval of the following **contracted outside facilities** for the 2019/2020 school year (pending contract approvals):
- Jersey Shore Arena;
  - Shore Lanes;
  - Sea Girt Lanes;
  - Quail Ridge Golf World;
  - The Atlantic Club;
  - Epic Gymnastics
42. **Recommend** approval of the use of the following **non-contracted outside athletic facilities** for the 2019/2020 school year:
- Good Sports;
  - Rash Field;
  - St. Denis Gym;
  - Condon's Baseball Academy;
  - Wall High School Track;
  - Wall Municipal Complex;
  - Point Beach High School Track;
  - Little Dreamer's Play Café;
  - Capelli's Sports Complex;
  - Manasquan River Golf Course;
  - Howell Park Golf Course;
  - Green Acres Park (Brielle);
  - The Atlantic Club
43. **Recommend** approval of the participation agreement with Ocean County College Professional Development Academy, for the 2019-2020 school year, for an instructional workshop program managed and delivered under the supervision of Ocean County College (pending attorney review)
44. **Recommend** approval of payment to North American Pipeline Services, LLC, in the contract amount of \$29,980.07 and Change Order amount of \$2,000.00 for a total of \$31,980.07, for Culvert Repair at Manasquan High School Lower Field. Suburban Consulting Engineers, Inc., has inspected the culvert and sink hole repair and certify that North American Pipeline Services has completed the project in conformance with the specification.
45. **Recommend** approval to authorize the solicitation of bids for duct cleaning in relation to the Manasquan High School HVAC/Fire Alarm Project, if necessary.

2019-2020  
Cooperative  
Sports Program  
Point Pleasant  
Beach BOE  
Document I

2019-2020  
MOESC  
Nursing Svcs/  
Document J

Obsolete  
Equipment  
Document K-1  
& K02

2019-2020  
SD Gameday

2019-2020  
Athletic  
Contracted  
Outside  
Facilities

2019-2020  
Athletic Non-  
Contracted  
Outside  
Facilities

2019-2020 OCC  
Professional  
Development  
Academy

North  
American  
Pipeline  
Services LLC –  
Culvert Repair

Solicit bids for  
Duct Cleaning  
– MHS Project

46. **Recommend** approval to authorize the solicitation of bids for pipe insulation removal in relation to the Manasquan High School HVAC/Fire Alarm Project.

*Solicit bids for  
Pipe Insulation  
Removal - MHS  
Project*

47. **Recommend** approval of the first reading of the revision of the following policies, as per **Document L:**

*Policy Revisions  
– 1<sup>st</sup> Reading  
Document L*

- P 5516 – Use of Electronic Communications and Recording Devices (ECRD)
- P 5770 – Pupil Right of Privacy
- P 5610 – Suspension
- P 2481 – Home or Out-Of-School Instruction for General Education Pupils

48. **Recommend** approval of the adoption of following job description, as per **Document M:**

*Job Description  
Digital Comm.  
Coordinator  
Document M*

- Digital Communications Coordinator

49. **Recommend** approval of revision of the following job description, as per **Document N:**

*Job Description  
School Safety  
Specialist  
Document N*

- School Safety Specialist

50. **Recommend** approval of the ATM Site Agreement with ATM LLC, to provide an Automated Teller Machine (ATM) to be installed and operated at the Manasquan High School.

*ATM Site  
Agreement*

51. **Recommend** approval of the Lease Proposal with Contend Capital, in partnership with AP Lazer, for a municipal lease-purchase of an 80-Watt Laser Machine for use in the high school wood shop, in the monthly amount of \$482.00 per month for 48 months, \$1.00 buyout.

*Lease Proposal  
– Laser  
Machine*

52. **Recommend** approval of the following mileage reimbursement for the 2019-2020 school year:

*2019-2020  
Mileage*

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to Exceed</u>
Lynn Coates	2019-2020	.31 cents/mile	\$250.00
Peter Cahill	2019-2020	.31 cents/mile	\$1,100.00
Kevin Hyland	2019-2020	.31 cents/mile	\$300.00
Kelly Balon	2019-2020	.31 cents/mile	\$400.00
Pamela Cosse	2019-2020	.31 cents/mile	\$300.00
Susan Lord	2019-2020	.31 cents/mile	\$300.00
Susan Steinberg	2019-2020	.31 cents/mile	\$300.00

### **Professional Days**

53. **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>
September 20, 2019 October 18, 2019 November 15, 2019 December 13, 2019 January 17, 2020 March 13, 2020 April 24, 2020 May 15, 2020	Leigh Busco	Monmouth County	Monmouth County SAC Meeting	No	None
July 16, 2019	Richard Read Matthew Hudson	Flemington	Mold Prevention Management	No	District Registration \$975.00
July 17, 2019	Marc Rodger	Mount Laurel	Mold, Environmental and IAQ Seminar	No	None

MINUTES – July 15, 2019

H.S.  
Professional  
Days  
(continued)

August 15, 2019	Lynn Coates	Mount Laurel	NJASBO Workshop Records Retention/Artemis	No	None
June 26, 2019	Richard Read	Monroe Township	Legal year in review	No	Mileage: \$20.15
October 16, 2019	Cheryl Bontales	Somerset	Annual School Health Conference	Yes	Mileage: \$20.00 Registration: \$195.00
July 17, 2019	Richard Read	Mount Laurel	Mold, Environmental & IAQ Seminar	No	Mileage: \$37.51
July 18, 2019	Richard Read	Monroe	Principles of Effective Instruction	No	Mileage: \$20.15 Registration: \$149.00
July 24, 2019	Richard Read	Monroe	Fighting Racial Slurs	No	Mileage: 20.15 Registration: \$149.00
July 25, 2019	Richard Read	Monroe	EdCamp Exit 8A	No	Mileage: \$20.15
July 31, 2019	Richard Read	Monroe	Unpacking & Taking Action with your School	No	Mileage: \$20.15 Registration: \$149.00
August 26, 2019	Richard Read	Online	HIB & The Changing Legal Landscape	No	Registration: \$40.00
September 20, 2019	Claire Kozic	RWJ Hamilton Wellness Center	Grantee Meet Up	Yes	Mileage: \$13.06
August 5-7, 2019	Jodi Witt	Mount Laurel	Wilson Training	No	Mileage: \$54.87 Registration: \$649.00
August 6-9, 2019	Timothy Clayton	Hamilton	School Safety Specialist Training	No	None
July 18, 2019	JoAnn Dietrick	Sewell	Annual Certification Workshop	No	Mileage-\$31.62 Tolls-\$5.00
August 5-8, 2019	Lauren Thieme	Blackwood	AP French Institute	No	Mileage-\$52.08 Registration-\$995.00

**Student Action**

**Field Trips**

**54. 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>
July 8-August 15, 2019	Margaret Polak Danielle Romano Sarah Jane King William Bertscha Autumn Sterner	LifeSkills Grades 9-12	Manasquan / Sea Girt Locations	Hone Skills in the Natural Environment	No	None	None

October 2019 November 2019 November 2019 December 2019 (Dates TBD)	John Driscoll Linda Hoeler Nurse (TBD)	Academy of Finance – Grades 9/10	Monmouth University	Annual Financial Seminars	Yes -2	1 Bus per trip at \$350.00 each	None
November 2019 (Date TBD)	John Driscoll Linda Hoeler Nurse (TBD)	Grade 10	Monroe	Make A Wish Foundation Non-Profit Tour	Yes-2	Bus - \$350.00	None
October 2019 (Date TBD)	John Driscoll Linda Hoeler Robert Waldeyer Erich Hoffman Nurse (TBD)	Academy of Finance – Grades 10/11/12	Philadelphia	Federal Reserve and U.S. Mint Tour	Yes-4	1 Bus - \$1400.00	1 Bus - \$1400.00 AOF Funds
May 2020 (Date TBD)	John Driscoll Linda Hoeler Robert Waldeyer Erich Hoffman Nurse (TBD)	Academy of Finance – Grades 11/12	Jackson	Six Flags Business and Marketing Education Day	Yes-4	2 Buses - \$350.00 each	None

**Placement of Students on Home Instruction**

- 55. 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:  
**#1274491076 Grade 10 July 15, 2019 – August 15, 2019 (Medical)**

H.S. Home  
Instruction**56. Old Business/New Business**

*Mr. Cattani asked if there is any Old or New Business to come before the board. Seeing none, he opened the second Public Forum.*

Old & New  
Business  
(No Report)**57. Public Forum**

*Mr. Cattani closed the public forum seeing no participation from the public. He asked for a motion to enter into Executive Session and read the following statement.*

Public Forum

*Motion was made by Mrs. Bossone, seconded by Mr. Furey, and approved by voice vote of all those present in favor to enter into Executive Session at 7:52 p.m.*

**MOTION CARRIED****58. 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.

Executive  
Session

**NOW, THEREFORE BE IT RESOLVED** by the Manasquan Board of Education that the Board shall go into Executive Session to discuss the following items:

Executive  
Session  
(continued)

- X   1. Confidential Matters per Statute or Court Order (Student 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 (Your Way Construction Contract)
- X   8. Personnel Matters (Hiring, Resignation, Leave of Absence, Superintendent Evaluation)
- 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 to  
Reconvene

*Motion was made by Mrs. Bossone, seconded by Mr. Bolderman, and approved by voice vote of all those present in favor to reconvene the meeting at 8:29 p.m.*

**MOTION CARRIED**

**Roll Call**

*Bruce Bolderman*

*Mark Furey (Belmar)*

*Anne McGarry (SLH)*

*Donna Bossone*

*Terence Hoverter - absent*

*Alexis Pollock*

*Martin Burns - absent*

*Dennis Ingoglia (Brielle)*

*Alfred Sorino*

*Eugene Cattani*

*Joseph Loffredo*

*Colin Warren – absent*

*Also Present: Dr. Frank Kasyan, Superintendent of Schools; Lynn Coates, School Business Administrator/Board Secretary; Michael Gross, Board Attorney; Jesse Place, Director of Technology and Human Resources; Sandi Freeman, Recording Secretary.*

**Quorum Reached**

*Mr. Cattani asked for a motion to approve Manasquan Item #59.*

*Motion was made by Mr. Loffredo, seconded by Mr. Warren, to approve Manasquan Item #59 – Elementary School Personnel, as specified in Document 3.*

*Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Sorino*

**MOTION CARRIED**

Manasquan  
Item #59  
E.S. Personnel  
Document 3

**MANASQUAN**  
**Personnel**

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

*Mr. Cattani asked for a motion to approve Manasquan/Sending District Items #60, to include Document O and Document P.*

*Motion was made by Mrs. Bossone, seconded by Mr. Warren, to approve Manasquan/Sending District Item 60, High School Personnel, as specified in Document O and the resignation for the purpose of retirement of Lynn Coates, School Business Administrator, as specified in Document P.*

*Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mr. Burns, Mr. Hoverter, Mr. Sorino*

**MOTION CARRIED**

Manasquan/  
Sending  
District Item  
#60  
H.S. Personnel  
Document O  
SBA Retirement  
Document P

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

60. **Recommend** approval of the High School personnel as per **Document O** \***Document P** added after Executive Session.

H.S. Personnel  
Document O  
SBA Retirement  
Document P

*Mr. Cattani asked for a motion to adjourn.*

*Motion was made by Mr. Furey, seconded by Mrs. Pollock, and approved by voice vote of all those present in favor to adjourn the meeting at 8:30 p.m.*

**MOTION CARRIED**

Adjournment

61. **Adjournment**

Motion to Adjourn

*Respectfully submitted,*



Lynn Coates  
Board Secretary