

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 Gymnasium, 167 Broad Street, Manasquan, New Jersey, on Tuesday, August 13, 2019.

The Board President, Mr. Cattani, called the meeting to order at 6:02 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

<i>Bruce Bolderman</i>	<i>Mark Furey (Belmar)</i>	<i>Anne McGarry (SLH)</i>
<i>Donna Bossone - absent</i>	<i>Terence Hoverter – arrived 6:17 p.m.</i>	<i>Alexis Pollock</i>
<i>Martin Burns</i>	<i>Dennis Ingoglia (Brielle)</i>	<i>Alfred Sorino - absent</i>
<i>Eugene Cattani</i>	<i>Joseph Loffredo - absent</i>	<i>Colin Warren – arrived 6:10 p.m.</i>

Roll Call

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

Quorum reached for Manasquan/Sending Districts motions.

Quorum was not reached for Manasquan motions at Roll Call. Quorum was reached for Manasquan motions upon the arrival of Mr. Warren at 6:10 p.m. and Mr. Hoverter at 6:17 p.m.

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

4. Mission Statement

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

Mission Statement

5. Statement to the Public

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then placed on the agenda at the next 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.

Statement to the Public

Mr. Cattani asked for a motion to accept and approve minutes from the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of July 15, 2019.

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

Roll Call Vote: Ayes (7); Nays (0); Abstain (0); Absent (5)

MOTION CARRIED

Minutes

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 July 15, 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 continued with the Principal Reports.

Principals'
Report

8. Principal Report

○ Elementary School – Justin Roach, Elementary Supervisor

The Elementary School report was presented by Mr. Roach on behalf of Mrs. Graziano. He provided August updates relating to new staffing, maintenance projects in the building and student scheduling. He reported that there are 47 students taking advanced Math. He reported on the process and methods being implemented for the I&RS and G&T programs for the 2019-2020 school year. He referenced two manuals that were purchased and will be provided to every department and grade level in the building relating to the G&T and I&RS programs. He said the goal this year is to address the students at opposite ends of the spectrum and develop learning profiles utilizing these manuals with the ultimate goal to eventually develop a learning profile for every student in the building.

J. Roach – MES

Dr. Kasyan commented that there seems to be a focus on the two ends of the spectrum. He pointed out the importance in developing learning profiles for every child in the building and providing professional development for all teachers in using these manuals.

Mr. Coppola provided information on a process used at the high school through Naviance where the freshmen take a learning style inventory that designates the type of learner the student is with the ultimate goal being to get a profile on every student.

Dr. Kasyan asked that more discussion and action take place to move forward with the development of student learning profiles. Dr. Kasyan thanked Mr. Roach for his report. A copy of Mr. Roach's report will be included in the formal minutes.

○ High School – Robert Goodall

Mr. Goodall, Manasquan High School Principal, thanked the board for the opportunity to speak at tonight's meeting. He said the transition since his appointment in July and coming into the position formally on August 1st has been seamless and smooth. He thanked Dr. Kasyan, Mr. Place, Mr. Coppola, Mrs. Kenney, the high school administrative team, and maintenance and custodial staff for their help and assistance in getting acclimated to the district. He also thanked Stephanie Winter, his secretary, for her assistance and the teachers, students and parents for stopping in and emailing to welcome him to the district. A very positive meet and greet was held with the teachers and it was very well attended and productive. He has been focusing on working along with the administrative team to prepare for a great opening day. He met with Mr. Hudson, Dr. Kasyan and Mr. Place on the referendum projects that are currently going on in the building in addition to future projects. Teaching schedules have been shared with the staff and students are coming in to tweak their schedules. He thanked Mrs. Kenney for assisting the students with this process. As of today the final recommendations were made and the high school will be fully staffed for opening day. A review of the student handbook took place and a few changes were made to provide more clarity for the students and teachers. He will be meeting with Mr. Coppola to review the student performance data and work on a plan to improve the student performance

R. Goodall
MHS

at the high school. Freshman Orientation will take place on August 21st at 5:00 p.m. The following day laptop distribution will take place for the freshmen. Mr. Goodall said he is thrilled to be here and looks forward to a great school year.

Dr. Kasyan thanked Mr. Goodall for his report and introduced Mr. Notley for the project update.

9. Presentations

New Road Construction Project Update – Presented by Robert Notley

Mr. Notley provided an update on the upcoming referendum project. He reported that several environmental issues were addressed during the summer months prior to beginning the HVAC and Fire Alarm System upgrades. He provided details on the following four projects in various stages of completion. Duct cleaning is being conducted in the 1931 and 1998 portions of the high school. Remediation for asbestos removal and mold remediation in the CST and Guidance offices was contracted. He reported that as of today this work is complete with final air testing conducted by Environmental Connection with the testing passed their criteria. A second remediation project involves mold remediation in pipe insulation in the 1931 and 1998 areas of the building. Remediation work was also conducted on mold found in the 2nd floor faculty room behind paneling. Insulation repair and replacement also took place in relation to the mold remediation. He said the air conditioning has been shut down in these areas to allow for the work to be completed.

Mr. Notley reported that bid documents are being put together with the architect and engineer for the HVAC Upgrade and Fire Alarm Upgrade projects. Bids will be advertised on October 1st and received on November 13, 2019. Providing bids come in on budget plans to award contracts will take place at the November board meeting. Plans are to start the project over the Christmas break with a substantial completion date of August 28, 2020.

Mr. Notley addressed Mr. Cattani question on the completion of the mold remediation and said all location that had mold identified will be remediated prior to the opening of school along with air clearance testing provided by Environmental Connection. Mr. Notley said the project is on track and completed his report.

Dr. Kasyan continued with the Committee of the Whole portion of the meeting.

10. Discussion Items August 13, 2019 Agenda

• Education, Curriculum & Technology

Dr. Kasyan referred to a virtual handout provided to the board today relating to locker inspections. He read some changes made to the verbiage to align with the New Jersey Attorney General's guidelines for school searches. Dr. Kasyan said the ten dates have been chosen for use of the canines. He shared this information with the board expressing the importance in keeping the dates confidential between himself, the building principal and director of security. The board was in agreement with this process.

Dr. Kasyan read a new procedure that will be put into practice on how visitors will be address when entering the buildings. This information was also provided as a virtual handout to the board. He reported that a new identification system will be in place in the building this year.

Dr. Kasyan addressed Mr. Warren's request for clarity on the appointment process. Dr. Kasyan said no one will be allowed to enter the building without an ID and being escorted by either security and/or the staff member being visited.

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

Dr. Kasyan said personnel will be discussed in Executive Session.

Principals'
Report

R. Goodall
MHS

Presentations

New Road
Construction
Project Update
R. Notley

C.O.W.
Discussion
Items

Locker
Inspection
Procedures

Visitor's
Procedure

Personnel
(Exec. Session)

- **Policy - Agenda Items***

- Board Self-Evaluation Update

Mrs. Coates asked those board members who have not completed the self-evaluation to do so this month for discussion at the September board meeting.

- **Policies for Revision-2nd Reading***

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

Dr. Kasyan reviewed the changes made in policy P5516 and thanked Mr. Cattani and Mrs. Pollock for their due diligence in focusing on the revisions.

There were no changes made to the remaining policies and they will be on the agenda for approval of the 2nd reading.

- P 5770 – Pupil Right of Privacy
- P 5610 – Suspension
- P 2481 – Home or Out-Of-School Instruction for General Education Pupils

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

- **Finance**

- Receipt of Extraordinary Aid 2018-2019

Mrs. Coates reported that the district received \$137,279.00 in extraordinary aid for students that have IEP's with services and placements that are over \$40,000 per year for the district. This amount came in over the budgeted amount of \$120,000.00. The amount is for the 2018-19 school year and applies to last year's budget. These numbers will be reflected in the audit and are the last piece of state aid that the district will receive for 2018-19.

Mrs. Coates reported that the mileage reimbursement rate has been raised from \$0.31 to \$0.35. Several revisions to previously approved mileage reimbursements last month are included in tonight's agenda.

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

Mrs. Coates referred to Mr. Notley's report and the activities taking place in the high school over the summer months. She said the district's custodial staff are undertaking many projects in both buildings including painting in the high school gym and in the elementary school along with the reconfiguring of the Guidance and CST suites in the high school in addition to cleaning the buildings. She thanked them for their diligence and hard work.

Dr. Kasyan said the inmates were in the district this week to do parking lot painting and various tasks around the campus. He said they are monitored by people from the correctional facility and they provide different skills such as painting and mechanics. In speaking with the correctional officer today, since it was raining, it was decided to use them in the elementary school to assist with painting the hallways and there were no children in the building at this time. Dr. Kasyan said that he has the opportunity to have them here for two more weeks to work outside the buildings to clean up the areas by the bridges in the elementary school. He asked the board for their opinion on using them at that time. Mr. Cattani did not approve of them working while school is in session with students present. Dr. Kasyan said that he would have the district's security personnel present along with the correctional officer. Further discussion and consideration will be given to this matter.

Dr. Kasyan continued with the Superintendent's Report.

11. Superintendent's Report & Information Items

- **Enrollment– Document A (N/A)**
No Report for the Month

Policy
Board Self-
Evaluation
Update

Policies – 2nd
Reading
P5516 –
Revised

P5570; P5610,
P2481
2nd Reading
only

Finance
18-19
Extraordinary
Aid

Buildings &
Grounds/
Facilities

Custodial
Summer
Projects

Inmate Work
Program

Supt.'s Report

Enrollment
(N/A.)

- **Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports–
Document B (N/A)
No Report for the Month**

Attendance,
Fire Drill,
Suspension &
Tardy Reports
(N/A.)

Dr. Kasyan reported on the HIB Monthly Report, as specified in Document C.

HIB Monthly
Report
Document C

- **HIB Monthly Report – Document C**
 - **High School:**
 - **One Incident – 1 Confirmed HIB**
 - **Elementary School: No Report for the Month**

Dr. Kasyan reported on the Visitors Regulations and Student handbook language change earlier in the meeting.

Handbook
Language
Change

- **Visitors Regulations**
- **Student handbook language change**

Dr. Kasyan turned the floor over to Mr. Place for the report of the Assistant Superintendent.

- **Report of the Assistant Superintendent**

Assistant
Superintendent
Report
J. Place

Mr. Place reported on the access control project at the high school and said that about half of the high school is now complete with new access controls and monitoring. Laptops will be distributed to the freshmen next Thursday and the following week on Tuesday and Wednesday from 6:00 p.m. to 8:00 p.m. and Thursday from 11:00 a.m. to 1:00 p.m. for upper classmen.

Dr. Kasyan turned the floor over to Mr. Coppola for the report of the Director of Curriculum and Instruction.

- **Report of the Director of Curriculum and Instruction**
 - **Freshman Transition Program**

Director of
Curriculum &
Instruction
Report
R. Coppola

Mr. Coppola updated the board on the curriculum writing process and said it was very positive and enlightening. He said there are new courses and these courses emanate from teachers coming to building administrators, principals and supervisors with ideas. Many of those great ideas make for successful programs. He complimented the individuals who worked on the curriculum writing and will provide updates on the curriculum moving forward. New Teacher Orientation will take place next week over a period of three days with twelve teachers from both schools. He said the orientation is very comprehensive and is attended by all new hires regardless of their past teaching experience.

Mr. Coppola said last year a major charge for the high school administrators was to monitor student progress specifically during the unit lunch. Through conversation with freshmen parents about transition into the high school that lead to conversation with teachers, sending district superintendents and administration an initiative was developed called the Freshman Seminar. He explained the origins and evolution of the freshman seminar and provided an overview of the program. Mr. Coppola said the seminar is presented in five units and he explained what was covered in each of the units along with the assessment process of the students participating the freshman seminar. He gave credit to Jim Fagan and Lauren Saliski for assisting with the outlining of lessons and ideas for this program. He sees this as a very positive program for the students. Mr. Cattani asked when this would take place. Mr. Coppola said the sessions will take place during half of their unit lunch twice a week for the first semester and those students requiring more support can continue longer. Mr. Warren complimented the program and asked how this support could be provided for the remainder of the student body.

Dr. Kasyan said that more review be given to supporting the rest of the student body and to report back to the board in September. Mrs. Kenney said this program was modeled on a college freshman program and that thought is being given on how to continue this support to all students.

Mr. Furey asked if this presentation could be provided to the sending districts for review by their boards and administration. A copy of the presentation will be made available on the district's website.

Dr. Kasyan thanked and complimented Mr. Place, Mr. Coppola and Mr. Goodall for their efforts in getting things in order for the school year. Mr. Coppola said that Mrs. Kenney was a major component in the effort.

Director of
Curriculum &
Instruction
Report
R. Coppola

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

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

Director of
School
Counseling
Services
L. Kenney

Mrs. Kenney said that she is excited for the start of the school year and there are always changes and challenges in school counseling. This year it is the timelines and she is planning on developing student and parent workshops to be held in the evenings to get the students career and college ready. She would like to look at group counseling opportunities to cover different topics such as college essay writing. She spoke of the utilization of Naviance and mentioned another program called SCOIR that she would like to consider using and will look into having a focus group of students use the program to see if it is beneficial. She said at this time the School Counseling Office is very busy and next Monday at 3:00 p.m. the Parent Portal will open up with student schedules. Counselors will be present after this to address any changes to schedules. A Honeywell notification will go out on Friday with this information. Mr. Warren asked if there were any statistics on how many sophomores use Naviance. Mrs. Kenney said it is introduced to the students but not fully utilized during sophomore year. She will look into the data from the past couple of year on usage from Naviance. Mrs. Kenney concluded her report.

Dr. Kasyan thanked Mrs. Kenney and concluded his report. He reminded the board that by approving the Superintendent's report they would be approving the Visitor Regulations and the Student Handbook Language change but will not be approving the two weeks in October for the use of the inmates in the district.

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

Recommend approval and acceptance of the Superintendent's Report.

Approval &
Acceptance of
Supt's Report

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

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mrs. Bossone, Mr. Loffredo, Mr. Sorino
MOTION CARRIED

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

12. Public Forum on Agenda Items

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. He continued with the Manasquan General Items and asked if any items needed a separate vote. Seeing none he asked for a motion to approve Manasquan General Items #13 through #24.

Motion was made by Mrs. Pollock, seconded by Mr. Hoverter, to approve Manasquan General Items #13 through #24.

Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mrs. Bossone, Mr. Loffredo, Mr. Sorino
MOTION CARRIED

MANASQUAN
General Items

13. **Recommend** approval of the revision to the Paid Lunch (Adult) price to be charged for the 2019-2020 SY (previously approved on July 15, 2019 in the amount of \$3.50). The Adult Lunch Price must be \$.50 more than the High School student lunch price of \$3.05.

- Paid Lunch (Adults): \$3.55

14. **Recommend** approval of the acceptance of the following Parent-Paid Tuition Students in the Manasquan Elementary School for the 2019-2020 school year, at the annual tuition rate of \$7,261 per student:

- Student ID# 9284864124 – Grade 3
- Student ID# 8760486398 – Grade 4
- Student ID# 5614927445 – Grade 6
- Student ID# 3863050361 – Grade 8

15. **Recommend** approval of the acceptance of the following Tuition Free Student of Staff Member, in accordance with the MEA/MBOE Negotiated Agreement in the Manasquan Elementary School for the 2019-2020 school year:

- Student ID# 9703401740 – Grade 1
- Student ID# 8818638752 – Grade 3

16. **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 are estimated costs which are subject to change as students are added and/or deleted from routes):

Estimated

<u>Route</u>	<u>Destination</u>	<u># of Students</u>	<u>Contractor</u>	<u>Route Cost</u>
J517	Shore Center for Autism – Tinton Fall	1	Jay's Bus	\$ 1,712.17
J581	Manasquan E.S. Preschool	8	Hartnett	\$ 4,513.22
7537	Alpha School – Jackson	1	R&D	\$ 7,710.57
4526	Harbor School – Eatontown	2	Seman-Tov Inc.	\$ 2,145.24
J577	Collier High School – Wickatunk	2	Briggs	\$ 3,595.02
J558	Oakwood School, Tinton Falls	1	Briggs	\$ 3,070.16
J616	Manasquan High School (Life Skills)	1	Briggs	\$ 206.80
Estimated Total ESY Transportation				\$ 22,953.18

17. **Recommend** approval of **Dr. Richard Worth** to conduct a psychiatric assessment of student #7230405810 at a rate of \$600.00.

18. **Recommend** approval of **Advancing Technologies** to provide assistive technology training for student #2037378553 for 3 hours at a rate of \$120.00 per hour, not to exceed \$360.00.

Manasquan
General Items
#13 - #24

2019-2020
Revised Adult
Lunch Price

2019-2020
Parent-Paid
Tuition
Students – MES

2019-2020
Tuition Free
Students of
Staff Members
– MES

2019-2020 ESY
Transportation
contracts

Dr. R. Worth –
Psych.
Assessment

Advancing
Technologies

19. **Recommend** approval of the following *revised* mileage reimbursement for the 2019-2020 school year (previously approved on July 15, 2019):

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to Exceed</u>
Teresa Savage	2019-2020	.35 cents/mile	\$300.00
Kathleen Stonaker	2019-2020	.35 cents/mile	\$300.00
Alissa Boyne	2019-2020	.35 cents/mile	\$100.00
Nicole DeStefano	2019-2020	.35 cents/mile	\$100.00
Jill Wells	2019-2020	.35 cents/mile	\$100.00

2019-2020
Mileage
reimbursement

Professional Days

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

M.E.S.
Professional
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
September 27-29, 2019	Amy Edwards	Washington, DC	Research Teachers Conference	Yes	None
October 1, 2019 December 3, 2019 February 4, 2020 May 5, 2020	Colleen Graziano	Freehold	Principals Association Meetings	No	Mileage-\$46.20
August 14, 2019	Colleen Graziano Richard Kirk Justin Roach Anthony Cinelli	Brick	Strauss Esmay HIB Training	No	Mileage-\$4.34 per traveler

Student Action

Field Trips

MES Field Trips

21. **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>
Summer 2019 Date TBD	Suzanne Deegan Nicole Keufel Roberta Morton Nancy LeBlanc Sandra Collins	Summer MD K-3	3 rd Ave. Chocolate - Manasquan Town	Communication Skills in Community Setting	No	None	Student Funds
Summer 2019 Date TBD	Suzanne Deegan Nicole Keufel Roberta Morton Nancy LeBlanc Sandra Collins	Summer MD K-3	Squan Tavern - Manasquan Town	Communication Skills in Community Setting	No	None	Student Funds
Summer 2019 Date TBD	Suzanne Deegan Nicole Keufel Roberta Morton Nancy LeBlanc Sandra Collins	Summer MD K-3	Dairy Queen - Manasquan Town	Communication Skills in Community Setting	No	None	Student Funds
October 2019 (2 Dates – TBD) December 2019	Ann Marie LaMorticella Laura Wahl	G&T Grade 6	Middletown Arts Center Buehler Center	Shore Consortium	Yes-2	Program Fee \$300.00	None
December 2019	Ann Marie LaMorticella Andrea Trischitta	G&T Grade 7-8	Sea Girt Elementary	Poetry Convocation	Yes-1	None	None

January 2020 (2 Dates – TBD)	Ann Marie LaMorticella Teresa Trumpbour	G&T Grade 5	Newark Museum of Art Middletown Arts Center	Shore Consortium	Yes-1	Program Fee \$600.00	None
February 2020	Ann Marie LaMorticella Tom Russoniello	G&T Grade 6-8	Spring Lake Heights Elementary	Geography Bee	Yes-1	None	None
February 2020	Andrew Manser Jestine Jones Carrie Eastmond	Math League	Neptune City	Math League Invitational	No	None	None
March 2020	Ann Marie LaMorticella	Gr. 5-6	Avon	STEAM Day	No	None	None
March 2020	Ann Marie LaMorticella	G&T Gr. 5-6	Spring Lake Heights	STEM Robotics	No	None	None
March 2020 (2 Dates – TBD)	Ann Marie LaMorticella Eric Clark	G&T Grade 7	Middletown Arts Center	Shore Consortium	Yes-1	Program Fee \$600.00	None
March 2020	Ann Marie LaMorticella Desiree Faul	G&T Grade 4	Point Pleasant	Shore Consortium	Yes-1	Program Fee \$300.00	None
May 2020	Ann Marie LaMorticella Lauren Brown	G&T Grade 3	Monmouth Park	Shore Consortium	Yes-1	Program Fee \$320.00	None
May 2020	Ann Marie LaMorticella	G&T Grade 7	Belmar	STEM – Forensic Science	No	None	None
June 2020	Ann Marie LaMorticella Amelia Gliddon	G&T Grade 5	Wall	STEM - MakerFest	Yes-2	Program Fee \$100.00	None

MES Field Trips
(continued)**Placement of Students on Home Instruction**

22. **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**

MES Home
Instruction**Placement of Students Out of District**

23. **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
External
Placements
Document 1**Financials**

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

Financials
MES Central
Funds report
Document 2

Mr. Cattani continued with the Manasquan/Sending Districts General Items and asked if any items needed a separate vote. Seeing none he asked for a motion to approve Manasquan/Sending Districts General Items #25 through #40.

Motion was made by Mr. Furey, seconded by Mrs. Pollock, to approve Manasquan/Sending Districts General Items #25 through #40.

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mrs. Bossone, Mr. Loffredo, Mr. Sorino

MOTION CARRIED

Manasquan/
Sending
Districts Items
#25 - #40

MANASQUAN/SENDING DISTRICTS
General Items

25. 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).**

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

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 **JULY 31, 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.

Recommend acceptance of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **JULY 31, 2019** per **Document D**. (The Treasurer of School Moneys Report for the month of **JULY 2019** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **JULY 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 **2019-2020 budgets for JULY and AUGUST** as recommended by the Superintendent of Schools, as per **Document D**.

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

Recommend acceptance of the **Cafeteria Report –No Report for the Month**

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of **\$1,024,639.83** for the month of **AUGUST, 2019** be approved. Record of checks (**#44915 through #44920**), and distributions are on file in the Business Office.

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

Confirmation of Bills (Current Expense) for **JULY, 2019** at **\$2,519,551.87** and checks (**#44765 through #44914**) and **(Capital Expense)** for **JULY, 2019** at **\$74,989.00** and checks (**#1366 through #1366**) and (**#1001 through 1010**).

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

26. Recommend approval of the Assistant Superintendent's 2019-2020 Merit Goals, as per **Document G**.

Financials

*Secretary's
Certification*

*Acceptance of
Secretary's
Certification*

*Secretary's
Financial &
Investment
Report
Document D*

*Budget
Certification
Document D*

*Purchase
Orders
Document E*

*Cafeteria
Report (N/A)*

*Bills
Current
Expense*

*Bills
Capital
Expense*

*Confirmation
of Bills
Current &
Capital
Expense*

*H.S. Central
Funds report
Document F*

*2019-2020
Supt's Merit
Goals
Document G*

27. **Recommend** approval of **Barbara O'Boyle** as district Physical Therapist for 10 hours a week at a rate of \$90.00 per hour for the 2019-2020 school year, not to exceed \$33,000.00.
28. **Recommend** approval of the second reading and adoption of the revision of the following policies, as per **Document H**:
 - 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
29. **Recommend** approval of the use of the Inmate Labor Program offered by the Monmouth County Sheriff's office during the first two weeks of August 2020 (if available by the Department of Corrections)
30. **Recommend** approval of the agreement between the Manasquan School District and E-Rate Partners, LLC, for E-rate Services for Funding Year 2020 and Funding Year 2021, in the following amounts:
 - FY 2020 – Category 1 – annual fee \$900.00
 - FY 2021 – Category 1 – annual fee \$900.00
 - FY 2020 – Category 2 – annual fee \$600.00
 - FY 2021 – Category 2 – annual fee \$600.00
31. **Recommend** approval of the authorization for the School Business Administrator to execute a contract for the 2019-2020 school year with Tokio Marine Specialty Insurance Company, through Alliant/Boynton & Boynton, for the Pollution Liability coverage, in the amount of \$11,255.65.
32. **Recommend** approval of the authorization for the School Business Administrator to execute a contract for the 2019-2020 school year with Selective Insurance for the Flood Insurance renewal, in the amount of \$11,251.00.
33. **Recommend** approval of the revised Board of Education Organizational Chart, as per **Document I**.
34. **Recommend** approval of the acceptance of the following Parent-Paid Tuition Student for the 2019-20 school year, at the annual tuition rate of \$7,261:
 - Manasquan High School – Grade 9 (M.F.) Student ID# *To be determined*
35. **Recommend** approval to authorize the School Business Administrator to increase the 2019-2020 budget by the amount of \$14,522 due to the receipt of unbudgeted anticipated tuition from the parent-paid tuition program and appropriate same amount pursuant to N.J.S.A. 18A:38-19 and N.J.S.A. 18A:46-21.
36. **Recommend** approved of the Curriculum list for the 2019-2020 School Year as per **Document J**.
37. **Recommend** approval of the following *revised* mileage reimbursement for the 2019-2020 school year (previously approved on July 15, 2019):

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to Exceed</u>
Lynn Coates	2019-2020	.35 cents/mile	\$250.00
Peter Cahill	2019-2020	.35 cents/mile	\$1,100.00
Kevin Hyland	2019-2020	.35 cents/mile	\$300.00
Kelly Balon	2019-2020	.35 cents/mile	\$400.00
Pamela Cosse	2019-2020	.35 cents/mile	\$300.00

B.O'Boyle
2019-20
PT Services

Policies 2nd
Reading
Document H

2020-2021
Inmate Labor
Program

E-Rate Partners
FY2020 &
FY2121

2019-2020
Pollution
Liability
Insurance

2019-2020
Flood
Insurance

Revised BOE
Organization
Chart
Document I

2019-2020
MHS Parent
Paid Tuition
Student

2019-2020
Budget
Increase

2019-2020
Curriculum
Document J

2019-2020
Revised
Mileage
reimbursement

MINUTES – August 13, 2019

Susan Lord	2019-2020	.35 cents/mile	\$300.00
Susan Steinberg	2019-2020	.35 cents/mile	\$300.00

2019-2020
Revised
Mileage
reimbursement

Professional Days

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

MHS
Professional
Days

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
September 26, 2019 October 17, 2019 November 15, 2019	Lynn Coates	Tinton Falls or Location TBD	MCASBO Monthly Meetings	No	None
September 11, 2019 November 20, 2019 December 18, 2019 February 20, 2020 February 26, 2020 March 18, 2020	Jesse Place	Lawrence Township	NJ School Administrator Residency Program	No	Mileage - \$34.51 per session
July 17, 2019	Richard Read	Mount Laurel	Mold, Environmental & IAQ Seminar	No	Mileage: \$42.21 (Revised from 7/15/2019)
July 18, 2019	Richard Read	Monroe	Principles of Effective Instruction	No	Mileage: \$22.75 Registration: \$149.00 (Revised from 7/15/2019)
July 24, 2019	Richard Read	Monroe	Fighting Racial Slurs	No	Mileage: \$22.75 Registration: \$149.00 (Revised from 7/15/2019)
July 31, 2019	Richard Read	Monroe	Unpacking & Taking Action with your School	No	Mileage: \$22.75 Registration: \$149.00 (Revised from 7/15/2019)
September 26-27, 2019	Craig Murin	Boston, MA	NCTM Regional Conference	Yes	Registration-\$296.00 (Paid by Grant Funds) Mileage - \$197.40 Tolls-\$ 50.00 Hotel-\$819.00 Parking-\$75.00 Meals/Incidentals- \$248.50
August 25, 2019	Chryseis McHugh Kiernan Dugan	Livingston	Volleyball Coaches Clinic	No	Registration-\$50.00 Mileage - \$42.98 each
July 18-21, 2019	Brett Lomas	Orlando, FL	AP Annual Conference	No	Flight - \$301.57 Registration - \$735.00 Hotel-\$889.88 Meals/Incidentals - \$297.00 NJDOE Grant Funded (Revised from 6/11/2019)

August 14, 2019	Dr. Frank Kasyan Jesse Place Rick Coppola Lesley Kenney Robert Goodall Donald Bramley Richard Read Margaret Polak Peter Cahill Craig Murin Leigh Busco	Brick	Strauss Esmay HIB Training	No	Mileage-\$4.34 per traveler
September 18, 2019	Timothy Clayton Jesse Place	Freehold	Monmouth County Prosecutor's Office Law Enforcement MOA and Threat Assessment	No	Mileage - \$11.20 per traveler

MHS
Professional
Days**Student Action****Field Trips****39. Recommend approval of the field trips listed below: None for the Month**MHS Field Trips
(no report)**Placement of Students on Home Instruction****40. 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:

#5946001420 Grade 12 June 5, 2019 – June 20, 2019 (Medical)

#6486418756 Grade 9 May 9, 2019 – June 20, 2019 *Revised Dates* (Medical)MHS Home
Instruction**41. Old Business/New Business**

Old Business

Mr. Cattani asked if there was any Old Business.

Under Old Business – Mr. Warren referred to the homework policy developed last year for the total hours of homework given daily and that this was not being adhered to at the end of the school year by some teachers. He asked that the policy be communicated to the teachers and that they understand and follow the policy and not give excessive amounts of homework. Dr. Kasyan said he would assure that the homework policy is in the student handbook. He will discuss this with the administrative team during his meeting and make them accountable to review this policy and make sure the teachers understand the parameters.

Discussion of
homework
policy*Mr. Cattani asked if there was any New Business.*

New Business

Under New Business – Dr. Kasyan referred to the August 14th professional day on both Item 20 and Item 28. He said that the entire administrative team except for himself will attend a three hour Strauss Esmay HIB Training program. He said this will meet the state standard that requires two hours of training.

Strauss Esmay
HIB Training
program*Mr. Cattani opened the second Public Forum on any items on or not on the agenda.***42. Public Forum**

Public Forum

Susan Belding, 66 North Main Street, Manasquan – Ms. Belding referred to comments made at a previous meeting and said that it was her understanding that only high school student activities would take place on the athletic field. She said she heard that Manasquan Recreation and Pop Warner will now be using it including the weekends. Mr. Cattani said that the board would not take applications from "for profit" groups although we have a policy that does permit this for a charge. It was agreed that municipal organizations would be permitted to use the field such as the little league with recreation

on Saturdays and Pop Warner on Sundays. Mr. Cattani said he is unaware of their use of a public address system at this time. Dr. Kasyan was unaware also of the use of a public address system but feels it is important for them to start each game with the National Anthem and for the athletes to hear of yardage but he does not want it to be intrusive to the area homeowners. Ms. Belding asked if an activity schedule would be made available to the public. Dr. Kasyan will have it posted on the district's website. Ms. Belding asked if the Main Street gates would be locked on Saturdays and Sundays. Mr. Cattani said efforts would be made to keep these gates locked on Saturdays and Sundays and have the athletes walk down from the campus parking lot however, during the week for regular games the gates will be open. Mr. Cattani said the field is now open on the weekends for public use and security is present. He said that the school team buses will drop the athletes off at the field and then return to the field at the end of the game to pick up the athletes.

Jeff Eirich, North Main Street – Mr. Eirich said that the board is not taking into account that this is a residential neighborhood and the field was put in without consideration of the residents. He said it has affected their quality of life. Since August 1st there have been 55 incidents that students, kids and people in general have been on the field unsupervised with the gates locked. He called the police eight times. He is not happy that Pop Warner will be on the field on Sundays from very early in the morning to later in the day. He has asked for one day of peace and quiet. He pointed out the traffic issues. He referred to a UCC Code violation and his allowing Land Tech to undermine his property to assist in the completion of the field when he could have stopped the project. He has lived here over 30 years and has been a good neighbor. He feels that the board do the same and come to an understanding with the neighbors. He pointed out that the liability to the board is an issue with the kids climbing over and crawling under the fence. He asked for no use on Sundays. He asked who pays for the custodian and security on the field. Mr. Cattani said there is a number of costs that the district incur for town events and it is a shared policy. Mr. Eirich said the field has totally changed the nature of this residential area. Simple requests have been given for use of the field such as Monday through Friday from 8:00 a.m. to 6:00 p.m. and preferably 8:00 a.m. to 2:00 p.m. on Saturday and no use on Sunday. He does not want to get an attorney and asked again to not have any activity on Sundays.

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

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

Motion was made by Mr. Burns, seconded by Mrs. Pollock, and approved by voice vote of all those present in favor to enter into executive session at 7:43 p.m.

MOTION CARRIED

43. Executive Session

Executive
Session

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

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

WHEREAS, the length of the Executive Session is estimated to be thirty (30) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

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

- X 1. Confidential Matters per Statute or Court Order (Pending Litigation)

- ___ 2. Impact Rights to Receive Federal Funds
- ___ 3. Unwarranted Invasion of Individual Privacy
- ___ 4. Collective Bargaining
- X 5. Acquisition of Real Property or Investment of Fund (Possible Acquisition of Property)
- ___ 6. Public Safety Procedures
- ___ 7. Litigation or Contract Matters or Att./Client
- X 8. Personnel Matters (Hiring, Resignation)
- ___ 9. Imposition of Penalties Upon an Individual

Executive
Session

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 Mr. Furey, seconded by Mr. Hoverter, and approved by voice vote of all those present in favor to reconvene the meeting at 9:20 p.m.

MOTION CARRIED

Roll Call:

Roll Call

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

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

Quorum Reached

Mr. Cattani asked for a motion to approve Manasquan Item #44.

Motion was made by Mr. Warren, seconded by Mr. Burns, to approve Manasquan Item #44 – E.S. Personnel, as specified in Document 3.

MES Personnel
Document 3

Roll Call Vote: Ayes (6); Nays (0); Abstain (0); Absent (3) Mrs. Bossone, Mr. Loffredo, Mr. Sorino

MOTION CARRIED

MANASQUAN

Personnel

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

Mr. Cattani asked for a motion to approve Manasquan/Sending Districts Item #45.

Motion was made by Mr. Hoverter, seconded by Mrs. McGarry, to approve Manasquan/Sending Districts Item #45 – H.S. Personnel, as specified in Document K.

Roll Call Vote: Ayes (9); Nays (0); Abstain (0); Absent (3) Mrs. Bossone, Mr. Loffredo, Mr. Sorino

MOTION CARRIED

MHS Personnel
Document K

MANASQUAN/SENDING DISTRICTS

Personnel

45. Recommend approval of the High School personnel as per Document K.

MINUTES – August 13, 2019

Mr. Cattani asked for a motion to adjourn.

Motion was made by Mr. Burns, seconded by Mrs. Pollock, and approved by voice vote of all those present in favor to adjourn the meeting at 9:22 p.m.

MOTION CARRIED

Adjournment

46. Adjournment

Motion to Adjourn

Respectfully submitted,



*Lynn Coates
Board Secretary*