

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING

Manasquan Borough
Manasquan High School Media Center
November 17, 2015
6:00 P.M.

AGENDA

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.

2. Pledge of Allegiance

3. Roll Call

Martin Burns

Mark Furey (Belmar)

Colleen Smith

Eugene Cattani

Erik Gardner (SLH)

Alfred Sorino

Kenneth Clayton

Heather Garrett-Muly

Tedd Vitale (Brielle)

Linda DiPalma

Thomas Pellegrino

James Walsh

4. Mission Statement

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

5. Statement to the Public

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

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Committee of the Whole and Closed Executive Session of October 13, 2015 and the Regular Public Meeting and Closed Executive Session of October 20, 2015. 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

8. Presentations

- Strategic Plan – presented by Susan Barker Smith, Ryan Basaman, Heather Garrett-Muly, Barbara Kerensky, Richard Kirk, Brett Lomas, Lynn McCabe, Margaret Polak, Richard Read, and Nancy Sanders
- Safe Routes to School – presented by Timothy Clayton

9. Committee of the Whole

Reports/Discussion Items

- Education, Curriculum & Technology – Action Items*
 - *Referendum Update** - will be an action item
Presentation by the Referendum Committee
- Athletics/Community
 - Winter Season Pep Band
 - Competition Cheer Team
 - Be Proud Program Update
- Personnel – To be discussed in Executive Session – Action Items*
 - *Boys' Bowling Coach**- will be an action item
 - *Surf Coach**- will be an action item
 - *Nurse**- will be an action item
 - *Chess Club Advisor**- will be an action item
- Policy/Regulation- Action Items
 - 2016 Proposed Board Meeting Schedule
- Legal – To be discussed in Executive Session
 - Personnel Matter
- Negotiations - To be discussed in Executive Session– Action Items*
 - *MEA Negotiations Update**- will be an action item
- Finance – Action Items
 - 2016/2017 Budget Process
 - Update on the 2014/2015 Audit
- Buildings & Grounds– Action Items
 - Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists

10. Superintendent's Report & Information Items

- Enrollment – Document
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document
- HIB Report, October -- Document

Recommend approval and acceptance of the Superintendent's Report.

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.

12. MANASQUAN

Secretary's Report

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

The Business Administrator/Board Secretary certifies that as of **October 31, 2015** 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 **October 31, 2015** 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 **October 31, 2015** per Document. (The Treasurer of School Moneys Report for the month of **October 2015** 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 **October 31, 2015** 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 **2015-2016 budgets** for **October** and **November** as recommended by the Superintendent of Schools, as per Document.

Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **October 31, 2015** as per Document.

Purchase Orders for the month of **November 2015** be approved, as per Document.

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

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,239,493.33** for the month of **November 2015** be approved. Records of, checks (**#37258** through **#37263**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **October 2015** at **\$2,298,576.28** and checks (**#37075** through **#37257**).

General Items

- B) **Recommend** approval of the 2016 Board of Education meeting dates as per **Document** _____.
- C) **Recommend** approval of the creation of Central Fund accounts (3) for the following:
- o **History Club**
 - o **Video Club**
 - o **STEM Club**
- D) **Recommend** approval of Dr. Smoller, Developmental Pediatrician, to conduct a neuro-developmental pediatric evaluation at a rate of \$450.00 for elementary school student #292917 as part of a Child Study Team Evaluation.
- E) **Recommend** approval of Dr. Smoller, Developmental Pediatrician, to conduct a neuro-developmental pediatric evaluation at a rate of \$450.00 for elementary school student #302923 as part of a Child Study Team Evaluation.
- F) **Recommend** approval of the Comprehensive Maintenance Plan Report, M-1 and Facilities Checklists, as per **Document** _____.

Personnel

- G) **Recommend** approval of the Elementary School personnel as per **Document** _____.

Professional Days

- H) **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>
2015-2016 School Year	Kathleen Stonaker	To be reimbursed .31 a mile for mileage related to job duties	Job Related Functions	No	Not to exceed \$300.00
December 8, 2015	Laura Wahl Mark Levy Oriana Kopec	Mt. Laurel, NJ	Observe STEM Program	Yes	Mileage - \$113.00 each
December 3, 2015	Kathleen Stonaker	Millstone	Network & Training	No	Mileage - \$8.00
December 8, 2015	Robert Markovitch Kirt Wahl Jestine Jones	Mt. Laurel, NJ	Observe STEM Gr. 7/8	Yes	Mileage - \$39.24 each

Student Action

Field Trips

- I) **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>
December 22, 2015	4 th Grade Classes	Grade 4	Algonquin Theater	Visual Performing Arts	None	None	Student Funds

May 24, 2016	4 th Grade Classes	Grade 4	Trenton, NJ	Historical Sights	Yes- 1 Nurse	None	Student Funds
June, 2016 (TBD)	Cathy Taft Brianna Snell Jessica Woytowicz Desiree Faul	Grade 4	Bailey Reed House	Manasquan History	None	None	None
April 14, 2016	3 rd Grade Teachers	Grade 3	Liberty Science Center	STEM-Design Process	Yes- 1 Nurse	None	Student Funds
December 22, 2015	3 rd Grade Teachers	Grade 3	Algonquin Theater	Visual Performing Arts	None	None	Student Funds
December 22, 2015	5th Grade Teachers	Grade 5	Algonquin Theater	Visual Performing Arts	None	None	Student Funds
May 16-17, 2016	Richard Kirk	Grade 8	Valley Forge Amish Country Gettysburg	Historical Sights	Yes-7 1- Nurse	2 Buses \$4,800	Central Fund
February 4, 2016	Tom Russoniello Ann Marie LaMorticella	Grade 8 – G&T	Spring Lake Heights School	Geography Tournament	Yes-1	None	None
December 4, 2015 (Date Change)	Laura Wahl Ann Marie LaMorticella	Grade 6 – G&T	Middletown Arts Center	Space Convocation	Yes-1	None	None

Placement of Students on Home Instruction

J) Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team: **None at this time.**

Placement of Students Out of District

K) Recommend approval of the revised out of district placement list, as recommended by the Child Study Team as per **Document ____.**

General Items

L) Recommend approval of a special referendum to be held on January 26, 2016 with poll hours of 2:00 p.m. to 9:00 p.m.

M) Recommend that a revised Debt Service project application for the Manasquan High School be submitted to the Department of Education.

13. MANASQUAN/SENDING DISTRICTS

General Items

N) Recommend approval of obsolete equipment as per **Document ____.**

O) Recommend approval of the 2015-2019 Strategic Plan as presented on November 17, 2015.

P) **Recommend** approval of the **Memorandum of Agreement** with Law Enforcement Officials and the Manasquan School District for the **2015-2016** School Year (on file at the Board of Education office).

Q) **Recommend** approval of the creation of Central Fund account for the following:
 ○ Hands Together Club

Personnel

R) **Recommend** approval of the High School personnel as per **Document** .

Professional Days

S) **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>
April 12, 2016	Lynn Coates	Mt. Laurel	NJASBO	No	Mileage - \$37.37
December 3, 2015	Lynn Coates Kim Read	Robbinsville	Affordable Care Act	No	Mileage - \$21.51 each
December 3, 2015	Susan Lord Van Note	Millstone	LDTCC Consortium	No	Mileage - \$16.00
November 20, 2015	Susan Lord Van Note Robert Kehoe	Hamilton	Open House	No	Mileage - \$25.50 each
January 7, 2016	Susan Lord Van Note	Lincroft	Disability Services	No	Mileage - \$11.54
January 16-19, 2016	Richard Read	Chicago, IL	Cenergistic Conference	Yes	Tolls - \$25.00 Parking - \$54.00 Mileage - \$41.47 Baggage - \$110.00 Seat - \$40.00 Meals-\$192.00
October 28, 2015	Amy Edwards Carrie Eastmond	MHS Media Center	Power Save Grant	Yes	None
November 13, 2015	Claire Kozic	MHS Gym	Blood Drive	Yes	None
December 4, 2015	James Fagen	Princeton	NJCHE History Conference	Yes	Mileage - \$18.37 Registration - \$75.00
December 4, 2015	Jason Bryant	Princeton	NJCHE History Conference	Yes	Registration - \$75.00
December 2015	Harry Harvey	Oratory Prep Summit, NJ	Cinema Studies	Yes	Mileage - \$38.75
November 19, 2015	Bernard Bigley	Eatontown, NJ	Efficiency Conference	No	Registration - \$ 30.00

Student Action

Field Trips

T) **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>
December 10, 2015	Allyson Griffith	Spanish 11/12	NYC	Museum of Modern Art	Yes-2	None	Spanish Club and Student Funds
						1-2 Buses at \$350each	

November 16 and 23, 2015	Lisa Crowning	Academic Team	Donovan Catholic	Academic Competition	None	Reg @ \$400	None
December 7, 2015	Jill Santucci	Peer Leaders	First Presbyterian	Peer Training	Yes-1	None	None
March 6, 2016	Alan Abraham	Marching Band	Belmar, NJ	St. Patrick's Day Parade	None	2 Buses at \$275 each	None
March 12, 2016	Alan Abraham	Marching Band	Seaside Park, NJ	St. Patrick's Day Parade	None	2 Buses at \$275 each	None
May, 2016 (TBD)	Alan Abraham	Jazz Band	Spring Lake Heights Schools	Recruitment Tour	Yes-1	1 Bus - \$350	None
May, 2016 (TBD)	Alan Abraham	Jazz Band	Baltimore, MD	Performance	Yes-1	1 Bus - \$1,250	None
May 28, 2016	Alan Abraham	Marching Band	Bradley Beach, NJ	Memorial Day Parade	None	1 Bus - \$350	None
May 30, 2016	Alan Abraham	Marching Band	Manasquan	Memorial Day Parade	None	2 Buses at \$150 each	None
June 4, 2016	Alan Abraham	Marching Band	Wildwood, NJ	Elks Convention Parade	None	None	None
June 19, 2016	Alan Abraham	Jazz Band	Belmar, NJ	Blues & Seafood Festival	None	None	None
December 3, 2015	Pamela Grandinetti	Special Ed Gr. 9-12	NYC	911 Memorial	Yes-4	2 Buses at \$550 each	Student Funds
March 1-2, 2016	James Fagen	History	St. Peter's University	Model UN Conference	Yes-2	Bus -\$1,100 Registration-\$1400	None

Placement of Students on Home Instruction

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

#192907 Grade 9 October 26, 2015 – December 23, 2015 (Medical)
#182806 Grade 10 October 26, 2015 – December 23, 2015 (Medical)
#171861 Grade 11 October 13, 2015 – November 20, 2015 (Medical)
#162534 Grade 12 September 30, 2015 – January 20, 2016 (Medical)

Financials

V) **Recommend acceptance** of the following **High School Central Funds Report** for the month ending **October 31, 2015 as per Document .**

14) Old Business/New Business

15) Public Forum

16) 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 may hold an “Executive Session” from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

WHEREAS, it is recommended by the Superintendent that the Manasquan Board of Education go into Executive Session on this date in Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and
WHEREAS, the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business; and
WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

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

- ___ 1. Confidential Matters per Statute or Court Order (Personnel)
- ___ 2. Impact Rights to Receive Federal Funds
- ___ 3. Unwarranted Invasion of Individual Privacy
- X 4. Collective Bargaining (Update - MEA Negotiations)
- ___ 5. Acquisition of Real Property or Investment of Fund
- ___ 6. Public Safety Procedures
- X 7. Litigation or Contract Matters or Att./Client Privilege (**Outcome of RFPs**)
- X 8. Personnel Matters (Leave of Absence, Increment Withholding, Hiring, **Unaffiliated Employees**)
- ___ 9. Imposition of Penalties Upon an Individual

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

17) Personnel - MANASQUAN

W) Recommend approval of the Elementary School personnel as per Document A.

18) General - MANASQUAN

X) Recommend approval of the Memorandum of Agreement between the Manasquan Board of Education and the Manasquan Education Association and associated salary guides for the 2015-2018 school years per Document B.

19) Personnel – MANASQUAN/SENDING DISTRICTS

Y) Recommend approval of the High School personnel as per Document 1.

20) Adjournment

Motion to Adjourn

Items italicized are action items for November 17, 2015