

**MANASQUAN SCHOOL DISTRICT
BOARD OF EDUCATION MEETING**

Manasquan Borough
New Jersey
November 15, 2011

Manasquan Elementary School
Cafeteria
7:00 p.m.

Work Agenda

1. Call to Order

Opening Statement: Pursuant to New Jersey Administrative Code, Title 10, Chapter 4, Subchapter 10, notice of this meeting has been provided by publication in the Asbury Park Press, and 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

4. Statement to 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. When the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education for discussion it is placed on the work agenda. Only after a full discussion by the Board is action taken.

5. Acceptance of Minutes

11/22-01 Recommend approval of the acceptance of the Open Agenda Work Session with Action taken and Closed Executive Session of Tuesday, October 11, 2011 and the Regular Open Business Meeting of Tuesday, October 18, 2011.

6. Presentations

November 15, 2011 - FVHD Architectural Firm Presentation

7. Reports

8. Superintendent's Report & Information Items

11/22-02 Enrollment Report – **Document A**
Suspension, Bus & Fire Drill Reports- **Document B**
HIB Report **Document C**

Recommend **approval** of the acceptance of the Superintendent's Reports.

9. Public Forum

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

10. Manasquan

- 11/22-03 Recommend **approval** of the **Elementary School personnel as specified in Document D**.
- 11/22-04 Recommend **approval** of the **Elementary School Professional Days and Field Trips** submitted as per – **Document E**.
- 11/22-05 Recommend **approval** of revisions to the districts **Section 125 Plan** to include Flexible Spending Options as per **Document F**
- 11-22-06 Recommend **approval** to enter into a contract with **Horizon Blue Cross/BlueShield** for the administration of the district's **Flexible Spending Plan**. Monthly expenses related to the administration of the plan will be paid by the employee unless the minimum fee of \$25 per month is not met, then the district will have to pay the difference to meet the minimum requirements.
- 11/22-07 Recommend **approval** to accept the increase in the **Educational Jobs Fund** in the amount of **\$1,051**, and authorize this increase to be reflected as a part of the 2011-2012 budget.
- 11/22-08 Recommend **approval** of the **2011-2012 transportation contracts** and agreements beginning September 1, 2011 and ending June 30, 2012, as per **Document G**.

- 11/22-09 Recommend **approval** of a budget calendar for the 2011-2012 SY as per **Document H** .
- 11/22-10 Recommend **approval** of a **bilingual Learning Evaluation** to be conducted by **Marc Seidenstein** at a rate of **\$500.00** for elementary student #012608 as part of a Child Study Team Evaluation.
- 11/22-11 Recommend **approval** of a **bilingual Speech & Language Evaluation** to be conducted by **McEwan Associates** (Leslie McEwan) at a rate of **\$550.00** for elementary student #012608 as part of Child Study Team Evaluation.
- 11/22-12 Recommend **approval** of **Dr. Worth**, Psychiatrist, to conduct **psychiatric evaluation** at a rate of **\$500.00** for elementary student #121403 as part of a Child Study Team Evaluation.
- 11/22-13 Recommend **approval** of **Dr. Worth**, Psychiatrist, to conduct **psychiatric evaluation** at a rate of **\$500.00** for elementary student #1980 as part of a Child Study Team Evaluation.
- 11/22-14 Recommend **approval** of an additional 2 hours per week for Barbara O'Boyle of **AAA Physical Therapy** to provide **physical therapy services** for the 2011-2012 SY at a rate of \$75.00 per hour, for 25 weeks, not to exceed **\$3,750.00**.
- 11/22-15 Recommend **approval** of a **Speech & Language Evaluation** to be conducted by **Middlesex Regional Educational Services Commission** for elementary school student #2289, at a rate of **\$289.00** as part of a Child Study Team Evaluation.
- 11/22-16 Recommend **approval** of a Sea Girt Elementary School student #171339 to Attend Social Skills Group, on a weekly basis, for transitional purposes, at a cost of **\$780.00** for the 2011-12 SY, effective November 28, 2011.
- 11/22-17 Recommend **acceptance** of the following **Financial Reports, Elementary School Central Funds Report and Payment and Confirmation of Bills (Capital Expense)** as noted in **A, B, and C:**
- A) Secretary's Financial & Investment Report as per **Document**.
 - B) Elementary School Central Funds Report as per **Document**.
 - C) Bills and Confirmation of Bills (Capital Expense)
- A) The Business Administrator/Board Secretary certifies that as of **October 31, 2011**, 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. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **October 31, 2011**, 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, 2011 per Document ____. (The Treasurer of School Moneys Report for the month of **October 2011** is on file in the Business Office and is in balance with the Secretary's Report)

Pursuant to N.J.A.C. 6:20-2A.10(e), we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **October 31, 2011** it is to the best of our knowledge that no major account fund has been expended 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 **2011-2012 budgets for October and November** as recommended by the Superintendent of Schools, as per **Document ____.**

B) Recommend acceptance of the Elementary School Central Funds Report for the month ending October 31, 2011, as per Document ____.

C) Be It Resolved: that the **Bills (Capital Expense)** in the amount of **\$0000000** for **November 2011** be approved. Record of checks (**#0000-0000**) and distributions are on file in the Business Office.

Confirmation of Bills (Capital Expense) for October 2011 at \$ 0.00 and checks (# N/A).

11. Manasquan/Sending Districts

11/22-18 Recommend **approval** of the **High School personnel** as specified in **Document 1.**

11/22-19 Recommend **approval** of the **High School Professional Days and Field Trips** submitted as per **Document 2.**

11/22-20 Recommend **approval** of the students for treatment and/or placement as prescribed by the **Child Study Team** – as per **Document 3.**

11/22-21 Recommend **approval** of the **1st reading** of revised **Manasquan Board of Education Policy** as listed below, available at the Board of Education office:

6320 – Purchases Subject to Bid

11/22-22 Recommend **approval** of the 2nd **reading and adoption** of revised **Manasquan Board of Education Bylaws and Policies** as listed below, available at the Board of Education office:

BYLAWS

0142 – Board Member Qualifications, Prohibited Acts and Code of Ethics
0144 – Board Member Orientation
0155 – Board Committees

POLICIES

3159 – Teaching Staff Member/School District Reporting Responsibilities
3281 – Inappropriate Staff Conduct
5111 – Eligibility of Resident/Nonresident Pupils
5350 – Pupil Suicide Prevention
5420 – Reporting Pupil Progress
9400 – News Media Relations

11/22-23 Recommend **approval** of **D. Wegeman & Associates, LLC** to provide consulting and counseling at an hourly rate of \$80.00 from September 2011 through March 2012 - not to exceed \$14,055.42 (Paid for by Project SERV_ incorrectly approved in the amount of \$16,080.42 on July 26, 2011 (Motion #07/26-10)).

11/22-24 Recommend **approval** of **D. Wegeman & Associates, LLC** to provide consulting and counseling at an hourly rate of \$80.00 from April 2012 through June 2012 – **not to exceed \$12,000** paid for by the **2011-2012 School District Budget**.

11/22-25 Recommend **approval** of **Maureen Underwood** to provide consulting and counseling at an hourly rate of \$85.00 from September 2011 through March 2012 – not to exceed \$1,785 (paid for by Project SERV) Originally approved in the amount of \$7,785 on September 27, 2011 (Motion #09/27-15)

11/22-26 Recommend **approval** of **Maureen Underwood** to provide consulting and counseling at an hourly rate of \$85.00 from April 2012 through June 2012 – **not to exceed \$1,020** paid for by the **2011-2012 School District Budget**.

11/22-27 Recommend **approval** of the **revised 2011-2012 Project SERV Budget** funded by 2009-2010 Project SERV Carry-Over Funds and the 2011-2012 School District Budget as per **Document 4**. Originally approved in the October 18, 2011 agenda (Motion #10/18-22)

11/22-28 Recommend **approval** of the following leases purchase agreements (60 months/zero purchase option) with **Atlantic Tomorrow**, State Contract A52046, for copiers for the **Board Office** and **HS CST/Guidance Office**:

Konica Minolta C552 \$258.28 per month

Konica Minolta Bizhub 423 \$166.36 per month

The copies for these machines will be billed quarterly on an actual usage basis at .006 for black and .06 for color; all inclusive except paper and staples.

- 11/22-29 Recommend **approval** of the application to the **NetApp New Equipment Donation Program** for a new, free, storage server.
- 11/22-30 Recommend **approval** to advertise and solicit bids for **2011-12 Athletic Uniforms**.
- 11/22-31 Recommend **approval** of the resolution to appoint Mr. Jim Smith as a high school volunteer videographer for the 2011-2012 school year as per **Document 5**.
- 11/22-32 Recommend **approval** of the appointment of FVHD Architects to provide services for the first phase of the **solar and roofing project**, consisting of preliminary survey investigative work and recommendations for the partial roof replacement project (flat areas only) at the Manasquan High School and the photovoltaic project at both Manasquan Elementary School and Manasquan High School not to exceed **\$15,800.00**, as per **Document 6**.
- 11/22-33 Recommend **acceptance** of the following **High School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)** as noted in **A, B, C and D**.
- A) High School Central Funds Report as per **Document**.
- B) Purchase Orders as per **Document**.
- C) Cafeteria Report as per **Document**.
- D) Bills and Confirmation of Bills (Current Expense)
- A) **High School Central Funds Report** for the month ending **October 30, 2011**, as per **Document**.
- B) **Purchase Orders** for the month of **November 2011**, be approved, as per **Document**.
- C) **Recommend acceptance** of the **Cafeteria Report** for the month ending **October 31, 2011**, as per **Document**.
- D) **Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$000000000** the month of **October 2011** be approved. Records of Checks (**#00000 - #000000**) and distributions are on file in the Business Office.
- Confirmation of Bills (Current Expense)** for **November 2011** at **\$000000000** and checks (**#00000 - #00000**).

12. Public Forum

13. Old Business/New Business

14. Sunshine Law Resolutions

WHEREAS, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting at which the board discusses any of the matters described at N.J.S.A. 10:4-12 (b) (1)-(9);

NOW THEREFORE BE IT RESOLVED that the Board of Education shall forthwith enter into closed session to discuss the following matter(s) concerning:

Matters rendered confidential by state or federal law

Appointment of a public official

Matters covered by the attorney-client privilege

Student issue (10 minutes)

Pending or anticipated litigation

Pending or anticipated contract negotiations (10 minutes)

Protection of the safety or property of the public

Matters in which the release of information would impair a right to receive funds from the United States Government

Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education

Personnel issue (10 minutes)

Possible imposition of a civil penalty or suspension

Student Hearing

BE IT FURTHER RESOLVED that said discussion may be disclosed to the public when reasons for discussing and acting upon it in closed session no longer exist.

15. Adjournment

11/22-34 Motion to Adjourn