

# MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough  
New Jersey  
November 22, 2011

Manasquan Elementary School  
Cafeteria  
6:00 p.m.

## 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. NJSBA Training – 1 hour

### 5. 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.

### 6. 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.

### 7. Presentations

NJSBA – Board Committee Responsibilities  
Guided Reading Program and SSR Program (Silent Sustained Reading Initiation)

8. Reports

9. 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.

10. 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.

11. 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 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.
- 11/22-06 Recommend approval of the 2011-2012 transportation contracts and agreements beginning September 1, 2011 and ending June 30, 2012, as per Document F.
- 11/22-07 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.
- 11/22-08 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.

11/22-09 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.

11/22-10 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.

11/22-11 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.

11/22-12 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.

11/22-13 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.

11/22-14 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 G.
- B) Elementary School Central Funds Report as per Document H.
- 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 G. (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 G.

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

C) Be It Resolved: that the Bills (Capital Expense) in the amount of \$ 0 for **November 2011** be approved. Record of checks (# N/A), distributions are on file in the Business Office.

Confirmation of Bills (Capital Expense) for **October 2011** at \$ 23,700.00 and checks (# 1258).

## 12. Manasquan/Sending Districts

11/22-15 Recommend approval of the High School personnel as specified in Document 1.

11/22-16 Recommend approval of the High School Professional Days and Field Trips submitted as per Document 2.

11/22-17 Recommend approval of the students for treatment and/or placement as prescribed by the Child Study Team – as per Document 3.

11/22-18 Recommend approval of the 1<sup>st</sup> reading of revised Manasquan Board of Education Policy as listed below, available at the Board of Education office:

6320 – Purchases Subject to Bid

11/22-19 Recommend approval of the 2<sup>nd</sup> 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

- 11/22-20 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).
- 11/22-21 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.
- 11/22-22 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)
- 11/22-23 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.
- 11/22-24 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)
- 11/22-25 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       | \$221.00 per month |
| Konica Minolta Bizhub 423 | \$144.00 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.
- 11/22-26 Recommend approval of the application to the NetApp New Equipment Donation Program for a new, free, storage server.
- 11/22-27 Recommend approval to advertise and solicit bids for 2011-12 Athletic Uniforms.

- 11/22-28 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 5.
- 11/22-29 Recommend approval of revisions to the districts Section 125 Plan to include Flexible Spending Options as per Document 6
- 11-22-30 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.
- 11/22-31 Recommend approval of a budget calendar for the 2012-2013 SY as per Document 7.
- 11/22-32 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 8.
  - B) Purchase Orders as per Document 9.
  - C) Cafeteria Report as per Document 10.
  - D) Bills and Confirmation of Bills (Current Expense)
- A) High School Central Funds Report for the month ending October 30, 2011, as per Document 8.
  - B) Purchase Orders for the month of November 2011, be approved, as per Document 9.
  - C) Recommend acceptance of the Cafeteria Report for the month ending October 31, 2011, as per Document 10.
  - D) Be it Resolved: that the Bills (Current Expense) in the amount of \$1,628,337.88 the month of October 2011 be approved. Records of Checks (#29831 - #30026) and distributions are on file in the Business Office.
- Confirmation of Bills (Current Expense) for November 2011 at \$1,944,593.10 and checks (#29708 - #29830).

13. Public Forum

14. Old Business/New Business

15. 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
- Grievance (10 minutes)
- Pending or anticipated litigation
- Pending or anticipated contract negotiations
- 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
- 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.

16. Adjournment

11/22-33 Motion to Adjourn

**MANASQUAN PUBLIC SCHOOLS**  
**October 31, 2011 ENROLLMENT REPORT (GRADE SIZES)**

**ELEMENTARY SCHOOL**

Grade	Comparative Figures - ES				
	2011	Sections	Month	Year	2010
Kdg	76	(4 sections)	September	2011	695
1st	55	(3 sections)	September	2011	695
2nd	71	(4 sections)	September	2011	691
3rd	80	(4 sections)	September	2011	691
4th	67	(3 sections)	September	2011	681
5th	63	(3 sections)	September	2011	703
6th	86	(4 sections)	September	2011	688
7th	78	(4 sections)	September	2011	684
8th	93	(4 sections)	September	2011	696
Pre-Schl. Hand.	6	(1 section)	September	2011	709
LD	5		September	2011	684
<b>Total</b>	<b>680</b>		September	2011	677

**HIGH SCHOOL**

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	5	7	6	10	28
Belmar	27	25	25	30	107
Brielle	69	70	54	62	255
Lake Como	18	16	11	6	51
Manasquan	62	76	63	74	275
Sea Girt	11	9	10	10	40
Spring Lake	10	18	18	16	62
Spring Lake Heights	32	34	23	40	129
Parent Paid	1	3	1	0	5
LLD (Learning/Lang. Disabilities)	6	6	1	1	14
<b>Sub-totals</b>	<b>241</b>	<b>264</b>	<b>212</b>	<b>249</b>	<b>966</b>
<b>Shared-time:</b>					
Avon	0	0	0	0	0
Belmar	3	3	4	4	14
Brielle	0	1	4	2	7
Lake Como	1	1	0	5	7
Manasquan	1	1	3	1	6
Sea Girt	0	0	0	0	0
Spring Lake	0	0	1	0	1
Spring Lake Heights	0	1	2	0	3
Parent Paid	0	0	0	0	0
LLD/Voc shared time	2	1	3	1	7
<b>Sub-totals</b>	<b>7</b>	<b>8</b>	<b>17</b>	<b>13</b>	<b>45</b>
<b>High School Totals</b>	<b>248</b>	<b>272</b>	<b>229</b>	<b>262</b>	<b>1011</b>

Comparative Figures - HS

September	2000	913
September	2001	971
September	2002	1059
September	2003	1078
September	2004	1063
September	2005	1047
September	2006	1052
September	2006	1052
September	2007	1025
September	2008	1028
September	2009	1016
September	2010	1028
September	2011	1022

**DISTRICT TOTAL: OCTOBER 2011 = 1,691**  
 (September 2011 = 1,698)



**MANASQUAN SCHOOLS  
COMPARISON OF ATTENDANCE PERCENTAGES**

<b>HIGH SCHOOL</b>			<b>ELEMENTARY SCHOOL</b>				
<u>PERCENTAGE</u>	<u>ADE</u>	<u>ABSENTEE AVERAGE</u>	<u>PERCENTAGE</u>	<u>ADE</u>	<u>ABSENTEE AVERAGE</u>		
Sep-10	95.9	1007.17	34	Sep-10	98.109	681.235	668.353
Sep-11	95.54	1003	40	Sep-11	97.745	679.944	665.056
Oct-10	94.22	957.18	50	Oct-10	97.392	684.55	667.7
Oct-11	94.7	991.48	48	October 2011	96.84	677.3	656.65
Nov-10	93.8	1012.31	52	Nov-10	96.304	685.444	661.222
Nov-11				Nov-11			
Dec-10	93.07	1010.59	58	Dec-10	96.086	685.294	659.529
Dec-11				Dec-11			
Jan-11	92.87	1011.47	57	Jan-11	95.779	687.105	658.526
Jan-12				Jan-12			
Feb-11	92.89	1010.63	57	Feb-11	95.148	691.067	658.533
Feb-12				Feb-12			
Mar-11	92.81	1009.35	55	Mar-11	95.198	691.739	659.609
Mar-12				Mar-12			
Apr-11	93.29	957.9	50	Apr-11	95.046	689.067	655.933
Apr-12				Apr-12			
May-11	91.53	1006.66	65	May-11	96.794	689.19	668.095
May-12				May-12			
Jun-11	94.1	1006.36	40	Jun-11	96.211	630.094	607.111
Jun-12				Jun-12			





**ELEMENTARY SCHOOL SUSPENSIONS BY MONTH**

	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	TOTAL
Tardy											
Profanity											
Cut Detention/Cut Class											
Leaving School Grounds											
Smoking											
Willful Disobedience											
Truant		1									
Forged Note											
Fighting											
Conduct of Such Character											
Destruction of School and Personal Property											
Threatening Staff Member											
Threatening Student											
Disturbance in Class											
Harrassment of Student											
Possession of Drug/Alcohol											
Insubordination											
Possession of Stolen Property	1										
Possession of a Weapon											
Simple Assault	1										
<b>TOTAL</b>	<b>2</b>	<b>1</b>									<b>3</b>

**ELEMENTARY SCHOOL SUSPENSIONS BY GRADE**

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Tardy						
Profanity						
Cut Detention/Cut Class						
Leaving School Grounds						
Smoking						
Willful Disobedience						
Truant						1
Forged Note						
Fighting						
Conduct of Such Character						
Destruction of School and Personal Property						
Threatening Staff Member						
Threatening Student						
Disturbance in Class						
Harrassment of Student						
Possession of Drug/Alcohol						
Insubordination						
Possession of Stolen Property					1	
Possession of a Weapon						
Simple Assault					1	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>



NOVEMBER 22, 2011

DOCUMENT D

## ELEMENTARY SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING ELEMENTARY SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

1. Recommend approval of the request for TCH.ES.RSPE.FL.01, (4391), to take a paid medical leave of absence beginning January 23, 2012 through February 24, 2012 and a Family Leave of Absence beginning February 27, 2012 through May 29, 2012. A Child Care Leave of Absence will begin May 30, 2012 through May 31, 2012.

ELEMENTARY SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED NOVEMBER 2011 DOCUMENT E

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER ED. COSTS</u>
12-Dec-11	Lorissa Voorthees	Monmouth Regional	LDTc Symposium	No	\$9.61 mileage
17-Nov-11	Jestine Jones Marc Reid	Elementary School	Math Curriculum Writing	Yes	None
18-Nov-11	Christin Walsh, Lauren Kelly, Teresa Reichey	Brookdale, Wall Township	Implementing a balanced literacy program	Yes - 2	None
February 23, 24, 25, 2012	Marie Lauffer	East Brunswick	New Jersey Music Educators Workshop	Yes	\$150 registration
January 10, February 22, March 28, April 19, May 16, 2012	Kim Craig, Judy White, Desiree Faul, Lisa Kuchinski, Sandra Hill, Nancy Barrett, Michelle Sayre, Lauren Kelly, Christin Walsh, Teresa Reichey	MES Conference Room	Language Arts Ubd Writing	Yes - 9	None
December 16, 2011 January 27, February 24, March 7, May 25, 2012	Nancy Sanders	Monmouth County Department of Education, Neptune	County Liaison Meetings	No	\$21.70 mileage

ELEMENTARY SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED NOVEMBER 2011 DOCUMENT E

<u>DATE</u>	<u>NAME</u>	<u>SUBJECT</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD COSTS</u>	<u>OTHER FUND</u>
18-Jan-12	Barbara Clarke	Grade 5	Algonquin Theater	Performance of "Color of Justice"	No	None	Students
9-Dec-11	Jill Wells Kindle Kuriscak	Life Skills Class	Aunt DiDis'	Life skills training	No	None	Students



TRANSPORTATION CONTRACTS AND AGREEMENTS  
2011-12 SCHOOL YEAR  
MANASQUAN BOARD OF EDUCATION

BE IT RESOLVED by the Manasquan Board of Education that the following transportation contracts and agreements be approved beginning September 1, 2011 and ending June 30, 2012:

<u>ROUTE NO.</u>	<u>CONTRACTOR</u>	<u>SCHOOL</u>	<u>NUMBER OF STUDENTS</u>	<u>COST</u>
V6011	M-OESC Coast	CLASS ACADEMY Neptune	1 (Effective: 9/30/11)	\$3,901.32
V142	M-OESC Unlimited	KIVA Tinton Falls	1 (Effective: 10/5/11)	\$7,658.78

HIGH SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL/DISTRICT PERSONNEL TO THE BOARD OF EDUCATION:

1. Recommend approval of the appointment of Annamarie Fernandez, Project Serv Paraprofessional, at a pro-rated salary of Step 4 - \$19.15 per hour for 7 hours each day beginning November 1, 2011 through June 18, 2012. \$7,136.00 of the salary will be paid for by Project Serv carryover funds and \$12,703.36 will be paid for by Board funds.

2. Recommend approval of the following substitutes for the 2011-2012 SY:

- Marilyn Gargiulo - Teacher
- Raymond Glowacki - Teacher
- Christina Gubistosa - Teacher
- Linda Hoeler - Teacher
- Theresa Kubu - Teacher
- Antonio Lopez - Teacher
- Barbara Luongo - Teacher
- Alison Maher - Teacher, Secretary
- William Mahon - Teacher
- Alexander Moskov - Teacher
- Kimberly Moyer - Teacher
- Amy Rooney - Teacher
- Joseph Tonetti - Teacher

3. Recommend approval of the following appointment(s) for extracurricular/coaching assignments for the 2011-2012 SY:

- Justin Roach - Site Manager at a stipend of \$90.00 per event

4. Recommend approval of the placement of the following student teacher for the 2011 – 2012 SY:

- Michael Fehring - Kean University Grades 9-12 Physical Education Spring 2012
- Kayce Lustrino - Hofstra University Athletic Training Internship March 1, 2012 through June 1, 2012

5. Recommend approval of the request for *TCH.HS.WLAN.FL.04 (4046)* to take an unpaid Family Leave of Absence beginning November 17, 2011 through December 23, 2011.

6. Recommend approval of the following non-paid volunteers for the 2011 – 2012 SY:

- Sean Walsh - Assistant Track and Swim Coach

7. Recommend approval for Jessica Steimel to cover a State Gymnastics Meet at a stipend of \$277.50.

8. Recommend approval of the following chaperones to chaperone the band and cheerleaders to Orlando, Florida, February 14 – 20, 2012 at a stipend of \$225.00 each per night for a total of \$1,350.00 each:

Alan Abraham  
James Robinson

Barbara Buckley  
Michelle Neiberlein

Cheryl Bontales

HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED  
NOVEMBER 2011

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
26-Oct-11	Lee Weisert	Montclair	NJ Access Group	Yes	None
2-Dec-11	Jim Fagen	Princeton	NJ Council for History Education Conference	Yes	\$75 registration \$24.66 mileage
December 2 & 3, 2011	Oriana Kopec	Long Branch	NJASL Annual Fall Conference	Yes	\$85 registration \$42.16 mileage
5-Dec-11	Rick Coppola	Edison	NJSIAA Annual Meeting	No	\$55 registration \$25.08 mileage \$55 registration \$25.08 mileage \$55 registration \$55 registration
3-Mar-12	Jamie Mawn Harry Harvey	Robbinsville High School	AP Conference	No	\$180 ea. Registration \$24.18 ea. Mileage
<b>CENTRAL ADMINISTRATION REQUESTS FOR PROFESSIONAL DAYS</b>					
October 24, 25, 26, 2011	John Winterstella *appointed to the BOE on October 18, 2011	NJSBA Annual Workshop  Atlantic City	Instructional Workshop	No	\$43.91 mileage \$165 m/i
5-Dec-11	Geri Margin	Edison	NJSIAA Annual Meeting	No	\$55 registration \$25.08 mileage
9-Nov-11	Katherine Verdi	Passaic County	HIB Workshop	No	None
29-Nov-11	Peg Hom	Robbinsville	FSA Regulations and Implementation	No	\$21.56 mileage
12-Dec-11	Peg Hom	Robbinsville	Forum for shared services	No	\$21.56 mileage
19-Jan-12	Lisa Gallo Kim Read	Mt. Laurel	403(b) Regulations	No	\$37.44 mileage

HIGH SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED NOVEMBER 2011

DOCUMENT 2

<u>DATE</u>	<u>NAME</u>	<u>SUBJECT</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD COSTS</u>	<u>OTHER FUND</u>
November 15 & 21, 2011	Lisa Crowning	Science	Monsignor Donovan	To compete in academic competition	Yes	\$275 ea. trip transportation	School Account
February 14 - 20, 2012	Alan Abraham	Marching Band and Cheerleaders	Orlando, Florida	To perform in Disney and Universal	Yes - 3 for 2/20 only	\$6,750 total chaperone stipend *breakdown on personnel document	
December 5 & 7, 2011	Lee Weisert	Music	Womans Club Historical Society	To perform for local organizations	Yes - 1/2 Day	None	
January 12, February 9, March 8, April 19, 2012	Jim Freda	Science	Lakewood High School	NJ Science League	Yes - 1/2 Day	\$275 ea. trip transportation	School Acct.

2011-2012 Project SERV Split Funding	2009-2010 Carry Over Project SERV Grant	2011-2012 School District Budget	Total Budget
Professional Counsel	\$ -	\$ 12,000.00	\$ 12,000.00
Denise Wegeman - April - June 2012			
Consultation	\$ -	\$ 1,020.00	\$ 1,020.00
Maureen Underwood - April - June 2012			
Administrative Assistant - Annmarie Fernandez	\$ 7,136.00	\$ 12,703.36	\$ 19,839.36
Social Security (.0765)	\$ 762.55	971.81	\$ 1,734.36
Health Benefits	\$ 12,609.17	\$ 4,739.71	\$ 17,348.88
	\$ 20,507.72	\$ 31,434.88	\$ 51,942.60



fvhdpc.com

Corporate Office:  
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tel: 610.933.6289  
fax: 610.933.6294

Delaware:  
630 Churchmans Road  
Suite 107  
Newark, DE 19702  
tel: 302.456.1805  
fax: 302.456.1807

**DATE:** November 9, 2011

**TO:** Peg Hom, District Business Administrator, Manasquan School District

**RE:** Manasquan School District

**SUBJECT:** Architectural fees for first phase of Solar and Roofing project  
FVHD Project #9010

Dear Ms. Hom,

Thank you for the opportunity once again to present our qualifications to your committee. We enjoyed meeting with other members of the Board of Education yesterday as we discussed your upcoming projects.

We are happy to present our project fees for the first phase of the 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.

Performing due diligence is perhaps the most important aspect of any project. This information lays the ground work for all subsequent work and becomes the foundation of the project scope and preparation of the contract documents. The scope of the work for the first phase will include the following:

1. Review of existing drawings provided by the School District
2. Site visits to field verify and document existing conditions affecting roofing and solar projects
3. Development of the scope of the work, options, and bidding alternates, and cost estimates for roofing work, including any roofing work which may be necessitated at the Elementary School due to photovoltaic project to maintain roofing warranty.
4. Development of the photovoltaic options, cost estimates, project delivery options (self financed vs. PPA), expected incentives and savings, payback and life cycle costs.
5. Preparation of detailed project schedule integrating the roofing and photovoltaic projects at both schools
6. NJ Department of Education application submissions for the project(s) approved by the Board of Education

The project fees for this initial phase of the work as described is \$13,400.00, including any and all necessary meetings and presentations for the work. We also discussed adding an allowance for the necessary sample test cuts performed by a qualified testing agency at the various roofing sections. The added allowance will be \$2,400.00. We would include that as part of our contract work, for a total not-to-exceed amount of \$15,800.00. We would be happy to refund up to 100% of the

project fee for this work, excluding the test cuts, if we are selected to continue the project(s) to the next phase.

We are very excited to work with the Manasquan School District and look forward to authorization. As stated, we believe that if we are selected, we would expect construction documents to be completed and ready for bidding by the beginning of February. This would allow us to receive bids and award the project at your board meeting in March of 2012.

Please do not hesitate to contact our office if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Will Hopkins III". The signature is fluid and cursive, with a vertical line through the middle of the name.

William D. Hopkins III, AIA, LEED AP, NCARB  
Principal

**COPIES:** George Duthie, FVHD Architects  
John J. Veisz, FVHD Architects  
File



**SPECIFICATIONS FOR ESTABLISHMENT OF A CAFETERIA PLAN  
UNDER SECTION 125 OF THE INTERNAL REVENUE CODE**

1. Employer (full legal name of firm) Manasquan Board of Education  
 Corporation  Proprietorship  Partnership  Sub-Chapter S Corp.  Gov't Agency  Prof Corp.  Prof Assoc.  
 Employer's Tax ID No. 216000233
2. Mailing Address: 169 Broad Street Phone No. 732-528-8803 Fax No. 732-223-7422  
 City Manasquan State NJ ZIP Code 08736
5. Correspondent Peg Hom E-mail phom@manasquanboe.org
4. Desired Effective Date 1/1/12 First Plan Year Ends June 30, 2012  
 Month Day  
 Subsequent Plan Year Begins July 1, 2012 and Ends June 30, 2013  
 Month Day Month Day
5. Nature of Business Education No. Eligible Employees 207 Plan No. (i.e. 501) 501
6. List any affiliates or subsidiaries to be covered (indicate address on back). Are affiliates to be billed separately?  Yes  No
7. Do you now have other benefits administered under a Section 125 Cafeteria Plan?  Yes  No
8. Eligibility: *Participants in the Cafeteria Plan must be employees for FICA and withholding tax purposes. Proprietors, Partners, Sub-Chapter S Corp. Owners and other self-employed persons are not eligible to participate.*  
 A. Eligible Group Includes:  All Employees  Other (Specify) \_\_\_\_\_  
 B. New Employee Waiting Period:  No  Yes. If Yes, Number of Days (Specify) \_\_\_\_\_
9. Benefits Offered Under the Plan:  
 A. Premium Waiver \_\_\_\_\_ (requires the adoption of a Section 125 plan).  
 B. Payroll deducted premiums for:  Medical  Dental  Vision  Group Life  STD  LTD  Other  
 C. Reimbursement Account(s) for:  Unreimbursed Medical Expenses  Dependent Care Assistance  
 Minimum \_\_\_\_\_ Minimum \_\_\_\_\_  
 Maximum \$500.00 Maximum \$2,500.00  
 D. Benny Card:  Health Care Carrier \_\_\_\_\_  PBM (Rx) Carrier \_\_\_\_\_  
 Finance Contact name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
 E. Grace Period:  Yes  No \_\_\_\_\_ Days for grace period (up to 2 1/2 months) \_\_\_\_\_ Days for run-off period
10. Administrative Fees:  
 A. Set-up Charge Is:  \$ \_\_\_\_\_  Waived  
 B. Administrative Fees ("A" above) paid by:  Employer  Employee  Split (\$ \_\_\_\_\_ ER \$ \_\_\_\_\_ EE)
11. Accounting Information:  
 Number of Annual Deductions  52  26  24  12 1st payroll deduction to begin on 1/15/2012  
X (20) 10 month employees
- The undersigned employer hereby agrees and certifies that the foregoing information is correct and that a qualified "Cafeteria Plan" as defined by Section 125, Internal Revenue Code, shall be established pursuant to the specifications above. The employer hereby applies to Horizon BCBSNJ for the performance of administrative services in conjunction with such Plan and agrees to provide such information as required for compliance with continued qualification under applicable laws.
- Employer's Signature Margaret M. Horn Title Business Administrator  
 Date \_\_\_\_\_ Set-up fee is enclosed \$ \_\_\_\_\_ Set-up fee waived   
 Broker Name \_\_\_\_\_ Address \_\_\_\_\_  
 Tax ID # 216000233 SS# \_\_\_\_\_ Attach Copy of License \_\_\_\_\_  
 Horizon BCBSNJ Representative Name Linda Dubois

2012-2013  
BUDGET CALENDAR

October 18, 2011	Budget information sent to Administrators
December 2, 2011	Building Level Budget Submitted Special Education Budget Submitted Sending District Enrollment Estimates Due
December 12-16, 2011	Superintendent and Business Administrator will review budget requests with Administrators: High School Budget Elementary School Budget Special Education Budget Technology Budget Buildings & Grounds Budget
December 22, 2011	Development of Total Budget (Superintendent and Bus. Admin.)
January 17, 2012	Public discussion of facilities, co-curricular activities, Special Education
January 24, 2012	Public discussion of personnel, technology, curriculum and instruction budget items
February 21, 2012	Public discussion
February 28, 2012	Public discussion Adoption of Initial Budget Submission
March 27, 2012	Board Meeting: - Public Hearing and Final Budget Adoption
April 17, 2012	Annual School Election