

**MANASQUAN SCHOOL DISTRICT
BOARD OF EDUCATION MEETING**

Manasquan Borough
New Jersey
December 20, 2011

Manasquan Elementary School
Cafeteria
7:00 PM

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

Julia Barnes, Thomas Bauer, Trisha Brown, Jack Campbell, Michele Degnan-Spang, Linda DiPalma, Mark Furey, Michelle LaSala, Christine Muly, Jim Smith, Katherine Verdi, John Winterstella

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

12/20-01 Recommend approval of the acceptance of the minutes of the Open Agenda Work Session and Closed Executive Session of Tuesday, November 15, 2011 and the Regular Open Business Meeting and Closed Executive Session of Tuesday, November 22, 2011.

6. Presentations

December 20, 2011 - Recognition of Life is Good Students/Staff
December 20, 2011 – MES Chorus

7. Reports

8. Superintendent's Report & Information Items

12/20-02 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

12/20-03 Recommend **approval** of the **Elementary School personnel as specified in Document D**.

12/20-04 Recommend **approval** of the **Elementary School Professional Days and Field Trips** submitted as per – **Document E**.

12/20-05 Recommend **approval** of the **QSAC Statement of Assurances for the 2011-2012 School Year**.

12/20-06 Recommend **approval** of a bus aide and a 1:1 paraprofessional for student #181434 for continued placement in the Behavior Disordered Program at Belmar Elementary School.

12/20-07 Recommend approval of Assisted Technology Assessment with Assisted Technology Solutions at FRA in Shrewsbury for student number #17272, not to exceed \$500.00.

12/20-08 Recommend approval of transportation contracts and agreements as per Document F.

12/20-09 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 November 30, 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.

A) **Be It Resolved:** that the amount of district taxes, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is \$3,086,215.80 and that the Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

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 November 30, 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 November 30, 2011 per Document G. (The Treasurer of School Moneys Report for the month of November 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 November 30, 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 November and December 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 November 30, 2011, as per Document H.

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

Confirmation of Bills (Capital Expense) for November 2011 at \$00000 and checks (# 0000).

11. Manasquan/Sending Districts

12/20-10 Recommend approval of the High School personnel as specified in Document 1.

12/20-11 Recommend approval of the High School Professional Days and Field Trips submitted as per Document 2.

12/20-12 Recommend approval of the High School final exam schedule for January 2012, as per Document 3.

12/20-13 Recommend approval of the 1st reading of revised Manasquan Board of Education Bylaws and Policies as listed below, available at the Board of Education office:

BYLAWS

0168 – Recording Board Meetings

POLICIES

6424 - Emergency Contracts

8505 - School Nutrition

9180 - School Volunteers

9181 - Volunteer Athletic Coaches and Co-Curricular Activity
Advisors/Assistants

12/20-14 Recommend approval of the 1st reading of new Manasquan Board of Education Bylaws and Policies as listed below, available at the Board of Education office:

5519 - Dating Violence at School

6472 - Tuition Assistance

12/20-15 Recommend approval of a new high school club as follows;

Sports Medicine Club

- 12/20/16 Recommend approval of the resolution to request a waiver of compliance with respect to the Manasquan School District's participation in the Special Education Medicaid (SEMI) Program for the 2011-12 school year, as per Document 4 . (Participation would not provide a cost benefit to the district based on the projection of the district's available SEMI reimbursement for the 2012-2013 budget).
- 12/20/17 Recommend approval to reject the Amendment to School Board Bylaws proposed by the Board of Trustees as per Document 5 .
- 12/20/18 Recommend approval of the renewal of the Access Agreement between the Manasquan School District and Cablevision Lightpath-NJ, Inc., commencing February 1, 2012 and terminating January 31, 2015, as per agreement on file in the Business Office.
- 12/20-19 Recommend approval to accept funding for 2012 FY for the IDEA allocation in the amounts of \$225,670.00 for the Basic Grant, (\$12,537.00 Basic Non-Public Share) \$6,877.00 for the Preschool Grant
- 12/20-20 Recommend approval and award of bid for Athletic Uniforms for the 2011-2012 school year as per Document 6 .
- 12/20-21 Recommend approval of the students for treatment and/or placement as prescribed by the Child Study Team – as per Document 7 .
- 12/20-22 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 November 30, 2011, as per Document 8 .
- B) Purchase Orders for the month of December 2011, be approved, as per Document 9 .
- C) Recommend acceptance of the Cafeteria Report for the month ending November 30, 2011, as per Document 10 .
- D) Be it Resolved: that the Bills (Current Expense) in the amount of \$1,320,209.61 the month of December 2011 be approved. Records of Checks (#30031- #30127) and distributions are on file in the Business Office.
- Confirmation of Bills (Current Expense) for November 2011 at \$2,343,830.79 and checks (#29831 - #30030).

12. Old Business/New Business

13. Public Forum

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
- 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.

15. Adjournment

12/20-23 Motion to Adjourn

MANASQUAN PUBLIC SCHOOLS
November 30, 2011 ENROLLMENT REPORT (GRADE SIZES)

ELEMENTARY SCHOOL

Grade	Comparative Figures - ES				
	2000	2001	2002	2003	2004
Kdg	76 (4 sections)	695			
1st	55 (3 sections)	695			
2nd	71 (4 sections)	691			
3rd	80 (4 sections)	691			
4th	68 (3 sections)	681			
5th	63 (3 sections)	703			
6th	86 (4 sections)	688			
7th	78 (4 sections)	684			
8th	94 (4 sections)	696			
Pre-Schl. Hand.	6 (1 section)	709			
LD	5	684			
Total	682	677			

HIGH SCHOOL

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	6	6	6	9	27
Belmar	26	25	25	30	106
Brielle	70	70	54	62	256
Lake Como	18	16	11	7	52
Manasquan	63	76	60	75	274
Sea Girt	11	9	10	10	40
Spring Lake	9	18	18	15	60
Spring Lake Heights	32	34	22	40	128
Parent Paid	1	3	1	0	5
LD (Learning/Lang. Disabilities)	6	5	1	1	13
Sub-totals	242	262	208	249	961
Shared-time:					
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
Sub-totals	7	8	17	13	45
High School Totals	249	270	225	262	1006

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: November 2011 = 1,688
 (October 31, 2011 = 1,691)

**MANASQUAN SCHOOLS
COMPARISON OF ATTENDANCE PERCENTAGES**

HIGH SCHOOL			ELEMENTARY SCHOOL		
<u>PERCENTAGE</u>	<u>ADE</u>	<u>ABSENTEE AVERAGE</u>	<u>PERCENTAGE</u>	<u>ADE</u>	<u>ABSENTEE AVERAGE</u>
Sep-10	1007.17	34	Sep-10	681.235	668.353
Sep-11	1003	40	Sep-11	679.944	665.056
Oct-10	957.18	50	Oct-10	684.55	667.7
Oct-11	991.48	48	October 2011	677.3	656.65
Nov-10	1012.31	52	Nov-10	685.444	661.222
Nov-11	985.94	42	Nov-11	681.944	653.167
Dec-10	1010.59	58	Dec-10	685.294	659.529
Dec-11			Dec-11		
Jan-11	1011.47	57	Jan-11	687.105	658.526
Jan-12			Jan-12		
Feb-11	1010.63	57	Feb-11	691.067	658.533
Feb-12			Feb-12		
Mar-11	1009.35	55	Mar-11	691.739	659.609
Mar-12			Mar-12		
Apr-11	957.9	50	Apr-11	689.067	655.933
Apr-12			Apr-12		
May-11	1006.66	65	May-11	689.19	668.095
May-12			May-12		
Jun-11	1006.36	40	Jun-11	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			2								
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		1								
TOTAL	2	1	3								6

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	
TOTAL	0	0	0	0	2	1

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.ELEM.03.07, (4098), to take a paid medical leave of absence beginning March 29, 2012 through May 31, 2012 and a Family Leave of Absence beginning June 1, 2012 through November 7, 2012. A Child Care Leave of Absence will begin November 8, 2012 through December 21, 2012.
2. Recommend approval of the following volunteer for the 2011-2012 SY:

Richard W. Read - Assistant Boys' Basketball Coach
3. Recommend approval for Kelly Nolan to complete a 300 hour School Counseling Internship for the Spring 2012 Semester as a student from Monmouth University for the 2011-2012 SY.
4. Recommend approval of the following teachers to receive a stipend of \$28.50/hour for 2 hours for chaperoning the Student Council Dance:

Joe Battista

Cheryl Femenella

Brian McCann

Heather Saake

ELEMENTARY SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED DECEMBER 2011 DOCUMENT E

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
2-Dec-11	Millie Sollecito	Monmouth Univ.	Co-occurring disorders	No	None
7-Dec-11	Christin Walsh Valerie DeAntonio	MES Conference Room	Wilson Training	Yes - 1	None
19-Dec-11	Christin Walsh Valerie DeAntonio	MES Conference Room	Wilson Training	Yes - 1	None
23-Jan-12	Lorissa Voorhees	Monmouth Regional High School	LDTc Symposium	No	\$9.61 mileage
October 13 & 14, 2011	Lynn Walsh Teresa Savage Alissa Fleming Teresa Innarella	Atlantic City	Annual Autism Conference		\$43.71/ mileage for each day
23-Feb-12	Nancy Sanders Millie Sollecito		Anti-bullying curriculum guide	No	\$22.31 mileage
27-Jan-12	Alyse Leybovich, Cheryl Femenella, Michele Sayre	Brookdale	Literacy Connection	Yes	None
9-Mar-12	Lauren Kelly, Teresa Reichey, Cheryl Femenella, Teri Trumbour	Brookdale	More writing less grading	Yes	None

ELEMENTARY SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED DECEMBER 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>
14-May-12	Katie Kappy	Grade 1	Planetarium	To enhance science curriculum	No	\$472 transportation	Students
24-Apr-12	Cathy Taft	Grade 4	Trenton	To enhance the study of NJ	No	\$706 transportation	Students
4-May-12	Donna Mead	Grade 2	Green Meadows Farm	To enhance science curriculum	No	\$588 transportation	Students

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

DOCUMENT #

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>
1523	M-OESC Unlimited Auto	Belmar E.S. Belmar	2 (canceled - effective 12/9/11)	\$11,642.40 (\$64.68/diem)
1640	M-OESC	Belmar E.S. Belmar	2 \$126.00/diem - includes \$21.00/diem cost for bus aide Effective Monday, December 12, 2011	\$15,876.00 (pro-rated)

DECEMBER 20, 2011

DOCUMENT 1

HIGH SCHOOL PERSONNEL

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

1. Recommend approval of the following teachers to teach a window of the AHSA Testing beginning January 9 through January 27, 2012 at a stipend of \$57.00 per block:

<u>Megan Belz</u>	-	English
<u>Justin Roach</u>	-	English
<u>Ryan Basaman</u>	-	Math
<u>Amy Boss</u>	-	Math

2. Recommend approval for Christopher Kennedy to work a maximum of 6 hours per week beginning January 2, 2012 through June 18, 2012 at a rate of \$8.00 per hour.
3. Recommend approval of the following extracurricular/coaching assignments for the 2011-2012 SY:

<u>Kenneth Fischer</u>	-	Assistant Baseball Coach at Step 8 - \$5,300.00
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4. Recommend approval of the following substitutes for the 2011-2012 SY:

<u>Kaitlin McLaughlin</u>	-	Teacher
<u>Jenna McRae</u>	-	Teacher
<u>Lori Cordasco</u>	-	Teacher
<u>Colin Eldridge</u>	-	Teacher
<u>Richard Molkenthin</u>	-	Teacher

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

<u>Colin Eldridge</u>	-	Assistant Boys Basketball Coach (<i>pending substitute certification</i>)
<u>Kelly Oberto</u>	-	Assistant Softball Coach

HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED
DECEMBER 2011

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER ED. COSTS</u>
23-Jan-12	Susan VanNote	Monmouth Regional High School	LDTG Symposium	No	\$9.61 mileage
12-Jan-12	Dina Elms Lauren Gilbert	Brookdale	Information Session	No	None
15-Dec-11	Art Gordon	Middlesex County College	DECA meeting	Yes	\$24.73 mileage
19-Jan-12	Sean McCarthy	Jamesburg	Mandatory HSPA & Biology Training	No	\$21.08 mileage
January 26 & 27, 2012	Jesse Place	Atlantic City	Techspo	No	\$369 registration \$99 accom. \$46.19 mileage

CENTRAL ADMINISTRATION REQUESTS FOR PROFESSIONAL DAYS

10-Jan-12	Geraldine Margin	Jamesburg	Apple technology update	No	\$18.81 mileage
5-Jan-12	Chris Muly, Michelle LaSala, John Winterstella	Howell School District	Evaluations and contract discussion	No	None
January 26 & 27, 2012	Geraldine Margin	Atlantic City	Techspo	No	\$369 registration \$99 accom. \$46.19 mileage

HIGH SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED DECEMBER 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>
January 31, 2012, February 7, 2012, February 14, 2012	Lisa Crowning	Academic Team	Bridgewater Raritan	To compete in an academic quiz bowl	Yes	\$300 each trip	
Date between January 5 - 21, 2012	Orlana Kopec Sue Tellone	National Honor Society Health Careers	Childrens Hospital of Philadelphia	To expose students to an accurate care hospital	No	None	\$1,000 transportation - National Honor Society
January 12, February 9, March 8, April 19, 2012	Jim Freda	Science	Lakewood High School	NJ Science League	Yes - 1/2 Day	\$202 registration \$275 ea. trip transportation	School Acct.

*previously
approved for
transportation
only



MEMO from the Office of the Principal

Date: December 1, 2011

To: Geraldine Margin

From: Rick Coppola, Principal

Re: 2012 January Final Exam Schedule

It is respectfully requested that the following schedule for 2012 January Final Exams be reviewed and approved by the Board of Education.

FINAL EXAM - SCHEDULE

Thursday, January 26

Block 2 Exam 7:38 a.m. - 9:38 a.m.
Passing 9:38 a.m. - 9:53 a.m.
Block 3 Exam 9:53 a.m.-11:53 a.m.
Passing 11:53 a.m.-12:08 p.m.
Block 4 Exam 12:08 p.m.-2:08 p.m

Friday, January 27

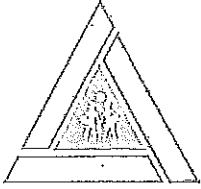
Block 1 Exam 7:38 a.m. - 9:38 a.m.
Passing 9:38 a.m.- 9:53 a.m.
Block 5 Exam 9:53 a.m.- 11:53 a.m.
Passing 11:53 a.m.- 12:08 p.m.
Make-Ups 12:08 p.m.- 2:08 p.m.

Buses will arrive at the regular time on Thursday and Friday. Buses will depart at 2:10 p.m. on Thursday and at 12:10 p.m. on Friday.

Thank you.

DECEMBER 23, 2011

DOCUMENT 5



New Jersey School Boards Association Insurance Group

450 Veterans Drive
Burlington, New Jersey 08016
(609) 386-6060 • FAX (609) 386-8877
www.njsbaig.org

RESOLUTION TO AMEND NJSBAIG BYLAWS

WHEREAS, The New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on October 19, 2011 in accordance with Article IX(C) of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments:

NOW THEREFORE, BE IT RESOLVED that at a regular meeting of the _____ Board of Education held on the _____ day of _____ 2011, the Board

does

does not

hereby approve the proposed amendments to the NJSBAIG Bylaws.

Board of Education: _____

Date of Board Meeting : _____

Board Secretary: _____