

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
New Jersey
April 17, 2012

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

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. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, almost without exception, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it 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.

5. Acceptance of Minutes

04/24-01 Recommend **approval** of the acceptance of the minutes of the Open Agenda Work Session and Closed Executive Session of Tuesday, March 20, 2012, the Public Hearing on the 2012-13 School District Budget and Regular Open Business Meeting and Closed Executive Session of Tuesday, March 27, 2012 and the Special Open Business Meeting of Friday, March 30, 2012.

Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exist.

6. Presentations

4/17/2012 - NJSBA – BOE Self Evaluation

4/17/2012 - Monmouth County Superintendent – Joe Passiment

7. Reports

8. Superintendent's Report & Information Items

04/24-02 Recommend **approval** of the acceptance of the Superintendent's Reports as listed below:

Enrollment Report – **Document A**

Suspension, Bus & Fire Drill Reports- **Document B**

HIB Report **Document C**

9. Public Comment on Agenda

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited 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 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.

10. Manasquan

04/24-03 Recommend **approval** of the **Elementary School personnel as specified in Document D**.

04/24-04 Recommend **approval** of the **Elementary School Professional Days and Field Trips** submitted as per – **Document E**.

- 04/24-05 Recommend **approval** of the students for treatment and/or placement as prescribed by the **Child Study Team** – as per **Document F**.
- 04/24-06 Recommend **approval** of Dr. Worth, Psychiatrist, to conduct psychiatric evaluation at a rate of \$500.00 for elementary student #2179 as part of a Child Study Team Evaluation.
- 04/24-07 Recommend **approval** of Central Auditory Processing Evaluation (CAP) to be completed by Dr. Donna M. Goione-Merchant, in Brick for elementary student #1938, not to exceed \$ 550.00.
- 04/24-08 Recommend **approval** to advertise to solicit bids for the Elementary School 2012-2013 wiring project.
- 04/24-09 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 ____**.
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 **March 31, 2012** 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 **March 31, 2012** 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 **March 31, 2012** per **Document ____**. (The Treasurer of School Moneys Report for the month of **March 2012** 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 **March 31, 2012** 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 **March** and **April** as recommended by the Superintendent of Schools, as per **Document ____**.

- B) **Recommend acceptance** of the **Elementary School Central Funds Report** for the month ending **March 31, 2012**, as per **Document ____**.

C) **Be It Resolved:** that the **Bills (Capital Expense)** in the amount of **\$ 0** for **April 2012** be approved. Record of checks (**# N/A**), distributions are on file in the Business Office.

Confirmation of Bills (Capital Expense) for March 2012 at **\$ _____** and checks (**# _____**).

11. Manasquan/Sending Districts

- 04/24-10 Recommend **approval** of the **High School personnel** as specified in **Document 1**.
- 04/24-11 Recommend **approval** of the **High School Professional Days and Field Trips** submitted as per **Document 2**.
- 04/24-12 Recommend **approval** of the students for treatment and/or placement as prescribed by the **Child Study Team** – as per **Document 3**.
- 04/24-13 Recommend **approval** of acceptance of bid and award of contract for roof replacement at Manasquan High School as per **Document 4**.
- 04/24-14 Recommend **approval** to submit Requests for Proposals for 2012-2013 General Banking Services and 2012-2013 Auditing Services.
- 04/24-15 Recommend **approval** of a 10:30 delayed opening for all students not taking the End of Course Biology Test on **May 15th** and **16th**.
- 04/24-16 Recommend **approval** of Dr. Worth, Psychiatrist, to conduct psychiatric evaluation at a rate of **\$500.00** for high school student #1860 as part of a Child Study Team Evaluation.
- 04/24-17 Recommend **approval** of the **addendum** to the existing contract between **Simplified Culinary Services Inc.**, Point Pleasant Beach and the Manasquan Board of Education for the **2012-2013** school year, as per Document _____
- 04/24-18 Recommend **approval** to **amend** the motion of March 27, 2012 for **The Danielson Group** to provide a two day workshop for **Observation Skills Training/Framework for Teaching** at a fee of **\$7,100.00**. (Formerly **\$6500.00**.)
- 04/24-19 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 **March 31, 2012** as per **Document ___**.
- B) **Purchase Orders** for the month of **April 2012**, be approved, as per **Document ___**.
- C) **Recommend acceptance of the Cafeteria Report** for the month ending **March 31, 2012**, as per **Document ___**.
- D) **Be it Resolved:** that the **Bills (Current Expense)** in the amount of _____ the month of **April 2012** be approved. Records of Checks (# _____ - # _____) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for March 2012 at _____ and checks (# _____ - # _____).

12. **Old Business/New Business**

13. **Public Forum**

14. **Sunshine Law Resolutions**

The Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. allows for the exclusion of the public from that portion of a public meeting when certain matters which might endanger the public interest or risk the deprivation of individual rights are discussed; and

The Board of Education wishes to discuss the following matters in a non-public closed meeting with the resulting discussion being made public when a proper conclusion has been reached and there is no longer a need for confidentiality:

- ___ 1. Matters rendered expressly confidential by state or federal law or a rule of court.
- ___ 2. Matters in which the release of information would impair a right to receive funds from the United States Government.
- ___ 3. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy unless the affected individual or his or her parent or guardian shall request in writing that the matter be disclosed at a public meeting.
- ___ 4. Pending or anticipated negotiations concerning a collective bargaining agreement with the ___ Association.
- ___ 5. Any matter involving the purchase of real property with public funds, the setting of banking rates or investment of public funds.
- ___ 6. Any tactics and techniques utilized in protecting the safety and property of the public or any investigations of violations or possible violations of law.
- ___ 7. Any pending or anticipated litigation or contract negotiations other than collective bargaining contract negotiations in which the Board of Education is or may become a party or any matter falling within the attorney-client privilege to the extent confidentiality is required in order for the attorney to exercise his or her ethical duties as an attorney.
- ___ 8. Any matter involving the employment, appointment, termination of employment and the conditions of employment, evaluation or disciplining of any specific employee, unless the individual employee requests in writing that the matter be discussed at a public meeting.
- ___ 9. Any deliberations that may result in the imposition of a civil penalty or suspension.

___10. Any appointment of a public official.

NOW, THEREFORE, BE IT RESOLVED, the Manasquan Board of Education will hold a closed executive session immediately in the Manasquan Elementary Media Center, 168 Broad Street, Manasquan, New Jersey. It is anticipated that the closed session will not last longer than ___ minutes. [Action may be taken during the public portion of the meeting following the recess of the executive session] or [the Board of Education will not be returning to public session after the closed session].

15. Adjournment

04/24-20 Motion to Adjourn

MANASQUAN PUBLIC SCHOOLS
MARCH 30, 2012 ENROLLMENT REPORT (GRADE SIZES)
ELEMENTARY SCHOOL

Grade			Comparative Figures - ES		
	Enrollment	Sections	Month	Year	Total
Kdg	75	(4 sections)	September	2000	695
1st	55	(3 sections)	September	2001	695
2nd	71	(4 sections)	September	2002	691
3rd	79	(4 sections)	September	2003	691
4th	68	(3 sections)	September	2004	681
5th	64	(3 sections)	September	2005	703
6th	87	(4 sections)	September	2006	688
7th	78	(4 sections)	September	2007	684
8th	95	(4 sections)	September	2008	696
Pre-Schl. Hand.	7	(1 section)	September	2009	709
LD	5		September	2010	684
Total	684		September	2011	677

HIGH SCHOOL

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	4	6	6	9	25
Belmar	24	27	24	28	103
Brielle	70	69	54	63	256
Lake Como	18	17	11	7	53
Manasquan	64	76	61	73	274
Sea Girt	12	9	10	10	41
Spring Lake	9	17	18	15	59
Spring Lake Heights	31	34	21	40	126
Parent Paid	1	3	1	0	5
LLD (Learning/Lang. Disabilities)	5	5	1	1	12
Sub-totals	238	263	207	246	954
Shared-time:					
Avon	0	0	0	0	0
Belmar	3	1	4	4	12
Brielle	0	2	4	2	8
Lake Como	1	1	0	5	7
Manasquan	0	2	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	6	8	17	13	44
High School Totals	244	271	224	259	998

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	2007	1025
September	2008	1028
September	2009	1016
September	2010	1028
September	2011	1022

DISTRICT TOTAL: March 2012 = 1,682
 (February 29, 2012 = 1,683)

**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	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	95.3	985.94	42	Nov-11	95.682	681.944	653.167
Dec-10	93.07	1010.59	58	Dec-10	96.086	685.294	659.529
Dec-11	94.02	983.97	54	Dec-11	95.48	683.176	653.824
Jan-11	92.87	1011.47	57	Jan-11	95.779	687.105	658.526
Jan-12	94.29	985.4	50	Jan-12	95.383	683.4	654
Feb-11	92.89	1010.63	57	Feb-11	95.148	691.067	658.533
Feb-12	93.04	981.19	63	Feb-12	95.704	680.813	653.75
Mar-11	92.81	1009.35	55	Mar-11	95.198	691.739	659.609
Mar-12	93.24	975.98	61	Mar-12	95.539	682.682	654.227
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			

MANASQUAN HIGH SCHOOL TARDIES 2011-2012											
TIMES TARDY	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	
1	129	171	179	222	207	185	203				
2	54	66	61	69	72	65	102				
3	24	48	37	29	63	38	57				
4	14	26	10	12	14	18	28				
5	7	13	7	14	3	14	22				
6	2	7	4	5	2	5	9				
7	1	3	2	4	3	2	7				
8	0	2	2	0	2	4	5				
9	0	0	0	0	0	0	3				
10	1	1	1	0	1	1	2				
11				1	0	0	1				
12				1	0	0	0				
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
TOTAL STUDENTS	232	337	303	357	367	332	439				
TOTAL TARDIES	429	705	551	646	670	657	1001				
HIGH SCHOOL SUSPENSIONS BY MONTH											
	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
FIGHTING	2	2	1	2				4			11
DISRESPECTFUL TO STAFF/PROFANITY	1	1	1	1				2			6
POSSESSION & USE OF DRUGS	1	1	1					2			5
UNDER THE INFLUENCE	1	0	1		1			1			4
LEWD/OBSCENE BEHAVIOR		1						1			2
TRUANCY		1									1
CUTTING CLASS		2	1	2	3			5			13
FAILURE TO REPORT TO SATURDAY DETENTION		8	5	13	5	4					35
LEAVING SCHOOL GROUNDS		1		1							2
ACCUMULATION OF DEMERITS			3	1	4			2			10
VERBAL THREAT TO ANOTHER STUDENT				1							1
THEFT					9	2					11
FAILURE TO FOLLOW PROCEDURES FOR PUOD					1						1
EVIDENCE OF HIB								1			1
WILLFUL DISOBEDIENCE								1			1
NUMBER OF INDIVIDUAL SUSPENSIONS	5	17	13	21	23	6	19				104
SUSPENSION NO LOSS OF CLASS TIME											
SATURDAY DETENTION	0	19	15	21	40	15	12				122
SMOKING - INSIGHT PROGRAM	0										
STUDENTS SUSPENDED 1 TIME	32										0
STUDENTS SUSPENDED 2 TIMES	13										1
STUDENTS SUSPENDED 3 TIMES	2										1
STUDENTS SUSPENDED 4 TIMES	2										
TOTAL NUMBER OF SUSPENSIONS TO DATE						85					
TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE						51					

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							1				
Destruction of School and Personal Property											
Threatening Staff Member											
Threatening Student											
Disturbance in Class											
Harrassment of Student				1							
Possession of Drug/Alcohol											
Insubordination											
Possession of Stolen Property	1			1							
Possession of a Weapon											
Simple Assault	1		1								
TOTAL	2	1	3	2	0	0	1				9

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						
Forged Note						
Fighting						
Conduct of Such Character	1					
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						
Possession of a Weapon						
Simple Assault						
TOTAL	1	0	0	0	0	0

APRIL 24, 2012

DOCUMENT D

ELEMENTARY SCHOOL PERSONNEL

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

1. Recommend **approval** to *extend* the **Child Care Leave of Absence** for TCH.ES.SPED.RR.12 (4326) to **May 15, 2012. (Previously approved to return May 2, 2012)**
2. Recommend **approval** to *amend* the **paid medical leave start date** for TCH.ES.SPED.LL.05, (4316) *from* **May 14, 2012 to May 2, 2012.**

DRAFT

ELEMENTARY SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED APRIL 2012 DOCUMENT E

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
19-Apr-12	Cathy Taft	Sea Girt Elementary	4th Grade District Spelling Bee	Yes	None
30-Apr-12	Millie Sollecito Nancy Sanders	Centra State, Freehold	Youth Summit on Bullying & Suicide	No	\$11.47 ea. mileage
27-Apr-12	Teresa Savage	Atlantic City	Autism Conference	No	None

ELEMENTARY SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED APRIL 2012 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>
May 17 & 18, 2012	Millie Sollecito	Grade 6	Centra State, Freehold	Drug & Alcohol Prevention Program	No	None	
2-May-12	Kim Craig	Grade 7	Medieval Times, Lyndhurst	To see a historical production of the ceremonies of medieval times	No	None	Students

APRIL 24, 2012

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 **substitutes** for the **2011-2012 SY**:

Heather Saake - Teacher

2. Recommend **approval** to *adjust* the stipend for Richard Read, Assistant Track Coach, *from Step 8 – \$3,300.00 to Step 8L - \$3,300.00 + 200.00 longevity.*

3. Recommend **approval** of the following teachers as **Study Hall Proctors** beginning **April 25, 2012** through **May 14, 2012** at a stipend of **\$28.50 per day**:

Carolyn Treney - Block 3C

Matthew Voskian - Block 4A

4. Recommend **approval** of the following teachers to teach **Biology Remediation** beginning **April 25, 2012** through **May 14, 2012** at a stipend of **\$57.00 per block**:

Chryseis Apostolou Lisa Crowning

5. Recommend **approval** of the following teachers to **chaperone** the **Junior Prom, April 27, 2012** at a stipend of **\$28.50/hour – 5 hours each**:

Amy Boss

Pam Cosse

John Driscoll

Kurt Fenchel

Caitlin Gillmett

Dave Hallion

Oriana Kopec

Elizabeth Lowes

Alicia Schwartz

Matt Voskian

6. Recommend **approval** for Robert Waldeyer to **chaperone** the **DECA Competition** in **Salt Lake City, April 28 – May 2, 2012** at a stipend of **\$225.00 per night** for a total of **\$900.00**.

DRAFT

**HIGH SCHOOL REQUESTS FOR PROFESSIONAL DAYS SUBMITTED
APRIL 2012**

<u>DATE</u>	<u>NAME</u>	<u>ASSIGNMENT / DESTINATION</u>	<u>PURPOSE</u>	<u>SUB</u>	<u>OTHER BD. COSTS</u>
April 28 & 29, 2012	Dotti Gerlach	Tindall Park, Middletown	Monmouth County Tennis Tournament	No	\$29.14 mileage
30-Apr-12	Susan Tellone Ginny Vodola	Centra State, Freehold	Manasquan High School is hosting Bullying Summit & Suicide Prevention	Yes - 1	No
19-Apr-12	Oriana Kopec	Sea Girt	Pronouncer at District Spelling Bee	No	No
7-Jun-12	Lauren Gilbert, Eric Wasnesky, Sue Tellone, Kevin Hyland, Claire Kozic	UMDNJ, Scotch Plains	Recognition Ceremony	Yes - 3	No

CENTRAL ADMINISTRATION REQUESTS FOR PROFESSIONAL DAYS

19-May-12	Chris Muly	Mercer County college, West Windsor	NJSBA Annual Delegate Assembly	No	None
24-May-12	Jesse Place	Atlantic City	NJASA Spring Conference	No	\$46.19 mileage
3-May-12	Chris Muly	Neptune	NJSBA Spring Meeting	No	None

HIGH SCHOOL REQUESTS FOR FIELD TRIPS SUBMITTED APRIL 2012

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>
May 23, 2012 *date of the trip was previously approved for January 2012	Oriana Kopec Susan Tellone	National Honor Society and Health Careers	Childrens Hospital of Philadelphia	To expose students to an acute care hospital	No	None	\$1,000 transportation - National Honor Society
22-May-12	Jesse Place	Science	Neptune High School	Participation in the Merck State Science Day Program	Yes - 1	\$350 transportation	School Acct.
30-Apr-12	Susan Tellone		Centra State, Freehold	Youth Summit on Bullying and Suicide Prevention	Yes - 1	\$325 transportation	School Acct.