

October 18, 2011

The Board of Education of the Borough of Manasquan, Monmouth County, met for the Regular Open Business Meeting on Tuesday, October 18, 2011, at 7:00 p.m., in the Manasquan Elementary School Cafeteria

The President, Mrs. Muly, called the meeting to order and read the following 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.

Call to Order

Mrs. Muly requested that everyone join in the Pledge of Allegiance.

Pledge of Allegiance

Mrs. Hom administered the Oath of Office to Mr. Winterstella.

Oath of Office

Present for Roll Call: Trisha Brown, Jack Campbell, Linda DiPalma, Michelle LaSala, Chris Muly, Jim Smith, Katherine Verdi and John Winterstella, Manasquan Board of Education Elected Members (MEB), Julia Barnes and Michele Degnan-Spang, Sending District Representatives (SDR), Billy Acciavatti and Alec Lorenzo, Student Liaisons. Absent: Thomas B. Bauer (MEB) and Mark Furey (SDR).

Roll Call

Also Present: Geraldine Margin, Superintendent of Schools; Margaret M. Hom, Business Administrator/Board Secretary; Mr. McOmber, Board Attorney, representatives of The Coast Star and members of the public.

Let the minutes reflect that Mr. Bauer arrived at 7:05 p.m.

Mrs. Muly read the following Statement to the Public: Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. 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.

Statement to Public

Prior to the vote Mrs. Verdi commented that she did not receive a copy of the minutes that reflect the changes she requested be made to the minutes. Mrs. Hom said that a copy of the amended statement should have been in the Board packets.

On a motion by Mrs. Verdi, seconded by Mrs. Brown, it was RESOLVED by roll call vote in favor by the Manasquan Board of Education to approve the minutes of the Special Action Meeting, Open Agenda Work Session and Closed Executive Session of Tuesday, September 20, 2011; and the Regular Open Business Meeting and Closed Executive Session of Tuesday, September 27, 2011. 10/18-01 (MEB/SDR)

Minutes

| | | |
|-----------------|-------------------------|----------------------------|
| Roll Call Vote: | Mrs. Barnes – yes | Mrs. LaSala – yes |
| | Mr. Bauer – yes | Mrs. Muly - yes |
| | Mrs. Brown – yes | Mr. Smith - abstain |
| | Mr. Campbell – yes | Mrs. Verdi - no |
| | Mrs. Degnan-Spang – yes | Mr. Winterstella - abstain |
| | Mrs. DiPalma - yes | |

Presentations & Reports:

Presentations & Reports

Mrs. Margin introduced Dr. Barbara Buckley and Mr. Jesse Place who provided a presentation on Computer Assisted Learning Method (CALM), an on-line computer program provided through Indiana University at no cost to the district. She provided information on how to access the program on the Manasquan website to experience how the students utilize this program. She pointed out that it is currently available for use by the chemistry and physic classes.

Computer Assisted Learning Method (CALM)

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Mrs. Margin reported that due to the number of reports being presented this evening she has decided that the elementary school presentation on the Guided Reading Program would be rescheduled for November.

Presentations & Reports (continued)

Mrs. Hom presented a comprehensive quarterly report on the status of the district's budget.

Budget Update

Mrs. LaSala presented the Project SERV committee report. She reported that the grant funding the program will soon expire. Sue Tellone provided a presentation on the program and the services it provides to the students. Mrs. LaSala provided a breakdown of the program's costs and commented that there is still a need for the program in the district. She strongly recommended on behalf of the committee to keep the program going and asked for a motion to approve the continuation of the program.

Project SERV Report

Mrs. Margin agreed to act on this tonight and reported that an additional cost of \$6,800.00 for benefits will need to be included in the budget.

It was recommended by Mr. McOmber to wait and vote on the program after the public forum on agenda items.

Mr. Bauer presented the Buildings and Grounds committee report relating to the renovations and repairs to the high school roofs and the solar energy project. He reported that three firms were interviewed and provided details and the scope of the work involved in the development of each of the projects. He suggested having one of the firms present a report and recommendations to the Board at the next meeting on November 15th and asked Mrs. Muly if it would be possible to include this in the November agenda. Mr. Bauer reported that all three firms have experience with schools.

Buildings & Grounds Report

Superintendent's Report – 10/18-02

Superintendent's Report

Mrs. Margin referred to the Violence and Vandalism report, **Document 5** in the agenda, which is required by law to be reported on annually in October. Mrs. Margin reviewed the reports provided in Document 5 in addition to discussing the list of various activities conducted throughout the school year and during Violence and Vandalism Week.

Violence & Vandalism Report Document 5

Mrs. Margin presented the HIB report, as required by law. She reported on each of the nine incidents in the elementary school and nine incidents in the high school. Six of the nine reported incidents at the elementary school and 2 of nine incidents at the high school were determined HIB. She reported that appropriate action was taken as required for the reported incidents.

HIB Report

Mrs. Margin addressed a question on the age range of the involved students.

Mrs. Margin presented a detailed report on the progress towards the district goals. Board members were provided a copy of the report and a copy will be included in the formal minute book.

District Goals

Mrs. Margin provided the following monthly report on the random student drug testing: A total of 29 tests were done this month. 23 first time students and 6 follow ups. Of the follow ups, 2 were positive. No first time random students tested positive. To date 40 random tests have been completed at the high school.

Random Student Drug Testing Report

Mrs. Margin also reported that progress reports were released electronically on October 5th for the elementary school and on October 6th for the high school. She reported to date that 433 parents, representing 538 students, access the Genesis Parent Portal in the high school and 226 parents, representing 363 students, access Genesis in the elementary school. Parents can also request hard copies if they do not have access to a computer.

Progress Reports

Mrs. Margin informed Board Members that an invitation from Mr. Weisert to attend the Manasquan High School Drama Club's production of "Voices from the High School" was in their packets.

*Drama Club
Presentation*

Mrs. Margin asked the Board to review the enrollment figures as specified in **Document A**. She reported an enrollment as of September 30, 2011 in the Manasquan Elementary School of 677 and in the Manasquan High School of 975 full time students and 46 shared-time students, for a total high school enrollment of 1021, bringing the district enrollment to a total of 1698. She also reported the average daily attendance of 95.54% in the high school and 97.75% in the elementary school. She asked the Board to refer to the suspension report and fire drill and bus emergency evacuation drill reports for the high school and elementary school which the district is required by law to report at an open meeting, as specified in **Document B**.

*Enrollment Report
Document A*

*Suspension, Fire
& Bus Evac.
Drill Reports
Document B*

Student Liaison Report:

Billy Acciavatti, Student Council President reported on the following activities:

- Election of new officers
- National Honor Society Induction program
- Publicity project to report what is going on in the school for publication in the Coast Star
- Ribbon Sale in support of "Just us Girls"
- College Night Program

*Student Liaison
Reports*

Alec Lorenzo, Key Club President, reported on the following activities:

- Volunteers are needed to assist with the Manasquan Elementary School Ice Cream Social
- Christmas Wreaths Sale
- Academy of Finance field trip to Toms Edison Museum
- Volleyball "Life is Good" Club
- Squan-a-Thon scheduled for March 2, 2012 – donation are accepted

Alec responded to a question and clarified that the volleyball games were only for students' participation.

Mrs. Muly read the following statement prior to opening the Public Forum for discussion on agenda items:

*Public Forum
Agenda Items*

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.

Mrs. Muly closed the Public Forum seeing no questions or comments from the public.

Let the minutes reflect that Motion 10/18-03 – Approval of Elementary School personnel (Document C) was approved on October 11, 2011.

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On a motion by Mr. Smith, seconded by Mrs. LaSala, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to approve the following recommendations on the Manasquan Motions 10/18-04 through 10/18-07 (MEB).

- Approval of the Elementary School Professional Days and Field Trips, as specified in **Document D**. 10/18-04
- Approval of the 2011-2012 transportation contracts and agreements beginning September 1, 2011 and ending June 30, 2012, as specified in **Document E**. 10/18-05
- Approval for the carry-over of non-public funds from the FY2010 IDEA grant in the amounts of \$2,778.00 in Basic and \$591.00 in Preschool. 10/18-06
- Approval of acceptance of the following Financial Reports, Elementary School Central Funds Report and Payment and Confirmation of Bills (Capital Expense) as noted in
 - A) Secretary's Financial & Investment Report – **Document F**
 - B) Elementary School Central Funds Report – **Document G**
 - C) Bills and confirmation of Bills (Capital Expense)

The Business Administrator/Board Secretary certified that as of September 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.

It was RESOLVED that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is \$2,020,515.80 and that the Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within 30 days in accordance with the statutes relating thereto.

That 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 September 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.

The Board of Education further recommended the acceptance of the Secretary's Financial & Investment and the Treasurer's Reports for the month ending September 30, 2011, as specified in **Document F**. (The Treasurer of School Moneys Reports for the month of September 2011 is on file in the Business Office and is in balance with the Secretary's Report.)

That pursuant to N.J.A.C. 6:20-2A.10(e), 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, certifies that as of September 30, 2011 it is to the best of its knowledge that no major account or fund has been over-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 approved the transfers made within line item accounts of the current expense portion of the 2011-2012 budgets for September and October, as recommended by the Superintendent of Schools, as specified in **Document F**.

The Manasquan Board of Education further recommended the acceptance of the elementary school Central Fund Report for the month ending September 30, 2011, as specified in **Document G**.

*Manasquan
Motions:
10/18-04 –
10/18-07*

*Prof. Days/Field
Trips E.S.
Document D*

*Transportation
Document E*

*FY2010 IDEA
Carry-over*

*Financial
Reports
& Bills*

*Secretary's
Certification*

District Taxes

*Acceptance of
Secretary's
Certification*

*Secretary's
Financial &
Investment
Report
Document F*

*Budget
Certification
Document F*

*E.S. Central
Fund Report
Document G*

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It was further RESOLVED to approve Bills (Capital Expense) in the amount of \$23,000.00 for the month of October 2011 be approved. Record of check (#1258) and distributions are on file in the Business Office.

*Bills
Capital Expense*

The Manasquan Board of Education also confirmed Bills (Capital Expense) for September 2011 in the amount of \$-0- and checks (#).

*Confirmation of
Bills – Capital
Expense*

On a motion by Mrs. LaSala, seconded by Mrs. Verdi, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to approve the Project SERV budget, as specified in **Document 9**. 11/18-22 (MEB/SDR)

Project SERV

Mrs. LaSala addressed a question on when the initial grant ends.

Prior to the vote Mrs. Margin confirmed that Lake Como would be added to Policy #5111. Mr. McOmer spoke on the Board's discussion and suggestion on changing the length of time a citizen of Manasquan should reside in the district prior to serving on the Board. He advised to keep the length of time at one year.

On a motion by Mrs. Brown, seconded by Mr. Campbell, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to approve the following recommendations under the Manasquan/Sending District Motions 10/18-08 through 10/18-20. (MEB/SDR)

*Manasquan/
Sending District
Motions:
10/18-08-10/18-20*

- Approval of the High School personnel, as specified in **Document 1**. 10/18-08
- Approval of the High School Professional Days and Field Trips, as specified in **Document 2**. 10/18-09
- Approval of the students for treatment and/or placement as prescribed by the Child Study Team, as specified in **Document 3**. 10/18-10
- Approval of Dr. Worth, Psychiatrist, to conduct psychiatric evaluation at a rate of \$500.00 for high school student #1678 as part of a Child Study Team Evaluation. 10/18-11
- Approval of Teresa Savage, Child Study Team member, to receive Department of Education, Office of Special Education programs, compensation reimbursement for completion of mandated Post-Outcome Study of students with disabilities. Reimbursement of 71 hours at \$50.00 per hour for total compensation of \$3,550.00 to be paid only upon receipt of reimbursement from state department. 10/18-12
- Approval of the High School midterm exam schedule for November 2011, as specified in **Documents 4**. 10/18-13
- Approval of the School Violence and Vandalism Report which meets the obligation of the district as required in the School Awareness Week Statutes P.L. 2001, Chapter 299, as specified in **Document 5**. 10/18-14
- Approval of the 2nd reading and adoption of revised Manasquan Board of Education Bylaws and Policies as listed below and available in the Board of Education office:

*Personnel H.S.
Document 1*

*Prof. Days/Field
Trips H.S. - Doc. 2*

*Special Education
Document 3*

*Dr. Worth,
Psychiatric Eval.*

*T. Savage – Post
Outcome Study
Reimbursement*

*High School
Midterm Exam
Schedule - Doc.4*

*Violence &
Vandalism Report
Document 5*

*Bylaws & Policies
2nd Reading*

BYLAWS: 0131- Bylaws and Policies
POLICIES: 1130- Staff Liaison Committees
1140- Affirmative Action Program
1210- Board Superintendent Relations
2430- Extra Curricular Activities
2431- Athletic Competition

- 3112- Abolishing Positions
- 3125- Employment of Teaching Staff Members
- 3134- Assignment of Additional Duties
- 6210- Fiscal Planning
- 6520- Payroll Deductions 10/18-15

*Bylaws & Policies
2nd Reading
(continued)*

- Approval of the 1st reading of revised Manasquan Board of Education Bylaws and Policies as listed below and available in the Board of Education office:

*Bylaws & Policies
1st Reading*

- 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 10/18-16

- Approval of the Ice Hockey Rental Agreement with Howell Ice World and the Manasquan Board of Education for the 2011-12 school year, not to exceed \$21,385.00, as specified in contract on file in the Board of Education office. 10/18-17

*2011-12 Ice
Hockey Rental
Agreement*

- Approval of the Participation Agreement for Cooperative Purchasing of Telecommunication Services with the Middlesex Regional Educational Services Commission (MRESC) Cooperative Pricing System and the New Jersey Association of School Business Officials (NJASBO) to participate in the Alliance for Competitive Telecommunications, as specified in contract on file in the Board of Education office. 10/18-18

*“ACT” Agreement
Middlesex ESC &
NJASBO*

- Approval of the hiring of substitute trainers as needed at a fee of \$40.00 per hour for the 2011-2012 school year. 10/18-19

*Substitute Trainers
Fee*

- Approval of acceptance of the High School Central Funds Report, Purchase Orders, Cafeteria Report and Payment and Confirmation of Bills (Current Expense) as noted in

- A) High School Central Fund Report - **Document 6**
- B) Purchase Orders – **Document 7**
- C) Cafeteria Report – **Document 8**
- C) Bills and confirmation of Bills (Current Expense)

The Manasquan Board of Education recommended the acceptance of the high school Central Fund Report for the month ending September 30, 2011, as specified in **Document 6**.

*H.S. Central
Fund Report
Document 6*

It was further RESOLVED to approve Purchase Orders for the month of October 2011, as specified in **Document 7**.

*Purchase Orders
Document 7*

It was further RESOLVED to approve the acceptance of the Cafeteria Report for the month ending September 2011, as specified in **Document 8**.

*Cafeteria Report
Document 8*

It was further RESOLVED to approve Bills (Current Expense) in the amount of \$1,189,061.47 for the month of October 2011. Record of checks (#29708 through #29814), and distributions are on file in the Business Office.

*Bills
Current Expense*

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The Manasquan Board of Education also confirmed Bills (Current Expense) for September 2011 at \$2,008,699.01 and checks (#29382 through #29707). 10/18-20 (MEB/SDR) 10/18-20

***Confirmation of
Bills – Current
Expense***

Mrs. Muly opened the second Public Forum.

Public Forum

Laura Hart, North Main Street, questioned what happens to the 512 Form and paperwork relating to bullying issues when the case proves to be a false accusation. She also asked for a definition of the word exclusion as noted on the 512 Form.

Mrs. Margin explained the HIB process and replied that confidentiality is strongly enforced in addressing matters relating to bullying.

Mrs. Margin explained that if a matter is appealed it would go directly to the Board for a hearing.

Mrs. Verdi clarified that if a matter is addressed by the Principal, Vice Principal and Superintendent it would not necessarily get to Board level.

Mr. Smith referred to two of the nine incidents at the high school that involved staff and asked if the incidents were found to be of improper actions would the Board be notified of the incident. Mrs. Margin addressed his comment with input from Mr. McOmber. She pointed out that the staff member would have to receive a RICE notice prior to any discussion. Mr. McOmber pointed out that it depended on the nature of the incident.

Mrs. Muly closed the Public Forum seeing no additional questions or comments from the public.

Under Old and New Business:

***Old Business /
New Business***

Mrs. LaSala asked for clarity on when the Board e-mail addresses will replace the use of personal e-mail address. Mrs. Muly said that at this time there are Board members that have not set up their board e-mail address or are experiencing problems with the transition. She said that as soon as everyone has completed this task personal e-mail addresses will no longer be used for communication.

Mrs. LaSala alluded to her inquiry at the September 20th and September 27th meetings to have a discussion session put on the agenda on the Random Drug Testing and Student in Good Standing. She asked that since it was not included in the October agenda could it be considered for the November agenda to address questions she has on the matter. She pointed out that indicating the discussion on the agenda would allow other Board Members to be prepared and bring their questions to the meeting.

Mrs. Muly said that she is working on setting up a meeting with the policy committee. Mrs. Muly suggested that Mrs. LaSala provide her questions to the policy committee for answers at the next meeting.

Mr. McOmber commented that he was still waiting for Judge Lawson's input on the matter.

Mr. Smith inquired on the status of soliciting quotes for banking services. Mrs. Hom replied that transitioning banks in January is not advantageous and that she would look into doing this at reorganization for July 1st.

Mrs. Muly addressed Mrs. LaSala question and informed her that her questions should be directed to her, as the chairperson, along with Mrs. DiPalma and Mrs. Barnes.

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Mr. McOmber apologized for his opinion letter not being sent to the sending district representatives and to the new board member. He assured them that he would be sending them a copy.

***Old Business /
New Business***

There were no further matters of Old or New Business to come before the Board.

Mrs. Muly asked for a motion to adjourn seeing that there was no need to adjourn to Closed Executive Session.

On a motion by Mrs. Brown, seconded by Mr. Campbell it was RESOLVED by voice vote of all those present in favor by the Manasquan Board of Education to adjourn the Regular Open Business Meeting.

Adjournment

Respectfully submitted,

Margaret M. Hom
Business Administrator/Board Secretary