

November 22, 2011

The Board of Education of the Borough of Manasquan, Monmouth County, met for the Regular Open Business Meeting on Tuesday, November 22, 2011, at 6:00 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

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

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 Mrs. Degnan-Spang arrived at 6:15 p.m., Mr. Bauer arrived at 6:20 p.m., Mrs. Barnes arrived at 6:55 p.m., and the Student Liaisons to the Board both arrived at 7:00 p.m.

Mrs. Muly introduced Ms. Kathy Winecoff from New Jersey School Boards Association. Ms. Winecoff provided an analysis of the board meeting procedures resulting from observations made by a representative from New Jersey School Boards Association at the September 27th and October 11th board meetings. She provided a detailed report of the representative's findings and offered recommendations to the Board that would assist with conducting meetings in a more effective manner.

Meeting Audit Presentation by NJSBA

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

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

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.

On a motion by Mrs. LaSala, seconded by Mrs. Brown, it was RESOLVED by roll call vote in favor by all those present in favor by the Manasquan Board of Education to approve the minutes 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. 11/22-01 (MEB/SDR)

Minutes

Presentations & Reports:

Mrs. Kathy Winecoff provided a comprehensive presentation on committee formation and spoke on the best practices to make committees more effective and efficient. She reviewed the appropriate roles and responsibilities of the Board and the Superintendent. Informational material on committee structure and operations was provided to the Board.

*Board Committees
Responsibilities
Presented by
NJSBA*

Mrs. Margin introduced Colleen Graziano, Elementary School Principal, and Christin Walsh, Reading Specialist, who provided a presentation on the Guided Reading Program and the Silent Sustained Reading Program (SSR). Mrs. Walsh pointed out the benefits of the program.

*Guided Reading
& SSR Programs*

Mrs. Margin thanked Mrs. Graziano and Mrs. Walsh for the presentation and the fabulous job being done with the programs.

*Superintendent's
Report*

Superintendent's Report – 11/22-02

Mrs. Margin provided a report on the Random Drug Testing: She reported 113 students were randomly tested for the first time with 110 students coming back negative and 3 students coming back positive. She also reported that 23 mandatory tests were conducted on students that tested positive and now are in the mandatory part of the testing program and 18 have come back negative and 5 have come back positive. She said that the report will be posted on the district's website and published in the school magazine.

*Random Drug
Testing Report*

Mrs. Margin reported on an e-mail she received from Mr. Joe Passiment, County Executive Superintendent, informing her that Manasquan High School has been designated by the New Jersey Department of Education as a reward school under the ESEA waiver application (No Child Left Behind application). She explained the nature of this waiver and the "A" designation given that indicates that the high school has proficiencies greater than 90%, all subgroups perform well and the graduation rates are high. Mr. Passiment said that the district is to be commended for this designation. Mrs. Margin also commended the high school administration and staff.

*Manasquan H.S.
"Reward School"
Designation*

Mrs. Margin referred to an e-mail she received from Mr. Bill McManus thanking our football coaching staff and players for attending the Manasquan Recreation Flag Football Games. She reported the positive comments he made about the team members on and off the field.

Mrs. Margin reminded the Board of the Home Coming events.

Mrs. Margin asked the Board to review the enrollment figures as specified in **Document A**. She reported an enrollment as of October 31, 2011 in the Manasquan Elementary School of 680 and in the Manasquan High School of 966 full time students and 45 shared-time students, for a total high school enrollment of 1011, bringing the district enrollment to a total of 1691. She also reported the average daily attendance of 94.7% in the high school and 96.84% 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**. She also referred to **Document C**, which itemizes the HIB incident report for October 2011.

*Enrollment Report
Document A*

*Suspension, Bus &
Fire Drill Reports
Document B*

*HIB Report
Document C*

On a motion by Mrs. Brown, seconded by Mr. Winterstella, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to accept the Superintendent's Reports and Information Items, as specified in **Documents A, B and C**.

*Acceptance of
Superintendent's
Report*

Student Liaison Report:

Student Liaison Reports

Alec Lorenzo, Key Club President, reported the following past activities of the Key Club:

Spring Lake Kitchen Tour; Big Hearts to Little Hearts Walk-A-Thon; Manasquan Elementary School Ice Cream Social; Brielle Recreation Fall Festival; Just Us Girls Walk for Breast Cancer; St. Mark's Coat Drive; Turkey Trot; Thanksgiving Food Drive with 26 local families provided with food baskets; Vandalism and Violence Awareness Week activities and theme days

He also reported the following upcoming Key Club Events:

Giving Tree – around 75 gifts will be collected and delivered to children and Mrs. McKenzie may be e-mailed for details; Holiday Wreath Sale – flyers were distributed at the meeting for those interested in purchasing a wreath; Blood Drive on Saturday, November 26th; Candy Cane Hunt and Santa's Helper at Christmas Central ; Dunes and Manasquan Elks breakfast; Squan-A-Thon scheduled for Friday, March 2, 2012 – donations are appreciated.

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

Health Careers Fair; fund raiser for Just Us Girls Breast Cancer Awareness Group; Life is Good Club volleyball league; preparation of care packages for delivery to the troops; Kindness Matters programs; Environmental Club trip to India funding raising events; Halloween Costume contest.

He also reported the following upcoming Student Council Events:

Elementary School Open House for current 8th grade students and Homecoming activities.

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

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.

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

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 on the Manasquan Motions 11/22-03 through 11/22-14 (MEB).

Manasquan Motions: 11/22-03 – 11/22-14

- Approval of the Elementary School Personnel, as specified in **Document D.** 11/22-03
- Approval of the Elementary School Professional Days and Field Trips, as specified in **Document E.** 11/22-04

E.S. Personnel Document D

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

- 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. 11/22-05
- Approval of the 2011-2012 transportation contracts and agreements beginning September 1, 2011 and ending June 30, 2012, as specified in **Document F**. 11/22-06
- Approval of the 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. 11/22-07
- Approval of the 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 a Child Study Team Evaluation. 11/22-08
- 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. 11/22-09
- 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. 11/22-10
- 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 school year at a rate of \$75.00 per hour for 25 weeks, not to exceed \$3,750.00. 11/22-11
- 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. 11/22-12
- 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 school year, effective November 28, 2011. 11/22-13
- 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 G**
 - B) Elementary School Central Funds Report – **Document H**
 - C) Bills and confirmation of Bills (Capital Expense)

Ed Jobs Fund

*2011-12
Transportation
Document F*

*Bilingual Learning
Eval.
M. Seidenstein*

*Bilingual Speech
& Lang. Eval.
McEwan Associates*

*Dr. Worth – Psych.
Evaluation*

*Dr. Worth – Psych.
Evaluation*

*AAA Phy. Therapy
B. O'Boyle*

*Speech & Lang.
Eval.
Middlesex ESC*

*E.S. Social Skills
Group*

*Financial
Reports
& Bills*

*Secretary's
Certification*

*Acceptance of
Secretary's
Certification*

*Secretary's
Financial &
Investment
Report
Document G*

The Business Administrator/Board Secretary certified 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.

It was RESOLVED, 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 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.

The Board of Education further recommended the acceptance of the Secretary's Financial & Investment and the Treasurer's Reports for the month ending October 31, 2011, as specified in **Document G**. (The Treasurer of School Moneys Reports for the

month of October 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 October 31, 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 October and November, as recommended by the Superintendent of Schools, as specified in **Document G**.

*Budget
Certification
Document G*

The Manasquan Board of Education further recommended the acceptance of the elementary school Central Fund Report for the month ending October 31, 2011, as specified in **Document H**.

*E. S. Central
Fund Report
Document H*

It was further RESOLVED to approve Bills (Capital Expense) in the amount of \$-0- for the month of November 2011 be approved. Record of check (#) and distributions are on file in the Business Office.

*Bills
Capital Expense*

The Manasquan Board of Education also confirmed Bills (Capital Expense) for October 2011 in the amount of \$23,700.00 and checks (#1258). 11/22-14

*Confirmation of
Bills – Capital Exp.*

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 11/22-15 through 11/22-32. (MEB/SDR)

*Manasquan/
Sending District
Motions:
11/22-15 – 11/22-32*

Mrs. Verdi asked that the minutes reflect her abstention on Item #2 on Motion 11/22-15. She also asked if criminal history information has been received for the non-paid volunteer noted in Item #6.

- Approval of the High School personnel, as specified in **Document 1**. 11/22-15
- Approval of the High School Professional Days and Field Trips, as specified in **Document 2**. 11/22-16
- Approval of the students for treatment and/or placement as prescribed by the Child Study Team, as specified in **Document 3**. 11/22-17
- Approval of the 1st reading of revised Manasquan Board of Education policy as listed, available at the Board of Education office: 6320-Purchases Subject to Bid. 11/22-18
- Approval of the 2nd reading and adoption of revised Manasquan Board of Education Bylaws and Policies as listed, available at the Board of Education offices:
 - 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

*H.S. Personnel
Document 1
H.S. Prof. Days/
Field Trips
Document 2
Special Education
Document 3*

*Policy – 1st reading
#6320 – Purchases
Subject to Bid*

*Policy & ByLaws
2nd reading*

November 22, 2011

5420 – Reporting Pupil Progress
9400 – News Media Relations

11/22-19

*Policy & ByLaws
2nd reading*

- 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). 11/22-20
- 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. 11/22-21
- 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 \$1,785.00 (Paid for by Project SERV – originally approved in the amount of \$7,785.00 on September 27, 2011 (Motion #09/27-15). 11/22-22
- 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 \$1,020.00 paid for by the 2011-2012 school district budget. 11/22-23
- Approval of the revised 2011-2012 Project SERV Budget funded by 2009-2012 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). 11/22-24
- Approval of the following lease purchase agreements (60 months/zero purchase option) with Atlantic Tomorrow, State Contract A52046, for copiers for the Board Office and High School 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. 11/22-25
- Approval of the application to the NetApp New Equipment Donation Program for a new, free, storage server. 11/22-26
- Approval of the advertisement and solicitation of bids for 2011-2012 Athletic Uniforms. 11/22-27
- 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 the Manasquan Elementary School and the Manasquan High School, not to exceed \$15,800.00, as specified in **Document 5**. 11/22-28
- Approval of the revisions to the district's Section 125 Plan to include Flexible Spending Options, as specified in **Document 6**. 11/22-29
- Approval of the contract with Horizon BlueCross/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. 11/22-30
- Approval of the budget calendar for the 2012-2013 school year as specified in **Document 7**. 11/22-31

*D. Wegeman & Associates
Consulting and Counseling
Project SERV*

*D. Wegeman & Associates
Consulting and Counseling*

*M. Underwood
Consulting and Counseling
Project SERV*

*M. Underwood
Consulting and Counseling*

*2011-2012
Project SERV
Budget
Document 4*

*Atlantic
Tomorrow
Copier Lease
Purchase
Agreement*

*NetApp New
Equip. Donation*

*2011-2012 Ath.
Uniform Bid*

*FVHD Architects
1st phase – Solar/
Roofing Project
Document 5*

*Section 125 Plan
Flex. Spending
Document 6*

*Flex. Spending
Plan Admin.
Horizon BCBS*

*2012-13 Budget
Calendar
Document 7*

- The Manasquan Board of Education recommended the acceptance of the high school Central Fund Report for the month ending October 31, 2011, as specified in **Document 8**.

H.S. Central Fund Report Document 8

It was further RESOLVED to approve Purchase Orders for the month of November 2011, as specified in **Document 9**.

Purchase Orders Document 9

It was further RESOLVED to approve the acceptance of the Cafeteria Report for the month ending October 31, 2011, as specified in **Document 10**.

Cafeteria Report Document 10

It was further RESOLVED to approve Bills (Current Expense) in the amount of \$1,628,337.88 for the month of November 2011. Record of checks (#29831 through #30026), and distributions are on file in the Business Office.

Bills Current Expense

The Manasquan Board of Education also confirmed Bills (Current Expense) for October 2011 at \$1,944,593.10 and checks (#29708 through #29830). (MEB/SDR) 11/22-32

Confirmation of Bills Current Expense

Mrs. Muly opened the second Public Forum.

Public Forum

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

Under Old and New Business:

Old Business / New Business

Mrs. Margin addressed Mrs. DiPalma’s question on Study Island and explained that it is being used in the high school only for language arts and mathematics.

Mrs. Muly addressed Mrs. LaSala’s request for clarity as to when she first saw the resolution that was on last week’s agenda that is now removed from the agenda. Mrs. Muly explained that she first saw the resolution on November 10th during a budget review with Mrs. Margin and Mr. Smith.

Mrs. Brown reminded all Manasquan alumni to visit the “I am a Warrior” Facebook page. She reported that 60 people signed up in one week and said the focus of this page is to get Manasquan alumni together through this group and encouraged all to spread the word.

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

Mrs. Muly read the following Sunshine Law Resolution:

Sunshine Law Resolution

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); and

Now Therefore Be it Resolved that the Board of Education forthwith enter into closed session to discuss the following matter concerning: Matters covered by attorney-client privilege – Grievance (10 minutes); and

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.

On a motion by Mr. Bauer, seconded by Mrs. Verdi, it was RESOLVED by voice vote of all those present in favor by the Manasquan Board of Education to adjourn to Closed Executive Session.

Adjournment to Closed Executive Session

November 22, 2011

Mrs. Muly reported that the Board would return with no further action taken by the Board.

Mrs. Muly reconvened the Regular Open Business Meeting.

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

Also Present: Geraldine Margin, Superintendent of Schools; Margaret M. Hom, Business Administrator/Board Secretary; Mr. McOmber, Board Attorney.

Mrs. Muly asked the Board to review the new policies that have been provided for them in their packets. She said that she was in favor of Mrs. Winecoff's suggestion for review to be made by the individual committees. She asked that any suggestions and comments be directed to her. She also asked that they look at the Student in Good Standing and Random Drug Testing policies and direct comments to her attention for review with Mr. Smith.

Mrs. Hom referred to a letter received from New Jersey Natural Gas informing her of a \$33,077.74 back charge from 2009-10 resulting from a faulty meter. She pointed out that she did correspond with them at the time of the initial notification explaining the budgeting process and asked them to repair or replace the faulty meter. She reported that after her last conversation with them they have decided to drop the back charges.

On a motion by Mr. Bauer, 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.

Respectfully submitted,

Margaret M. Hom
Business Administrator/Board Secretary

***Return from Closed
Executive Session***

Roll Call

***Adjournment of
Regular Open
Business Meeting***