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The Board of Education of the Borough of Manasquan, Monmouth County, met for the Open Agenda Work Session on Tuesday, March 20, 2012, at 7:00 p.m., in the Manasquan Elementary School Cafeteria.

The President, Mrs. LaSala, 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.

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

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

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

Mrs. LaSala made the public aware that the reason for the time change for this evening's meeting was a result of some concerns raised regarding adequate notice and although the Board does believe that there was proper notice, it was decided to err on the side caution. She apologized to the Board and public for any inconvenience caused by this change.

Mrs. LaSala 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. 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 the final action may be taken.

Mr. McOmber referred to letters received from John Paff of the New Jersey Libertarian Party Open Government Advocacy Project. He said that this individual is an Open Public Meeting Act Government Record Council advocate who has filed a number of actions against different boards of education and municipalities over the years. Mr. McOmber addressed some questions and comments made by Mr. Paff on closed executive session minutes adopted by the Board. He referred to the question of why the Board appointed him to conduct negotiations in light of the fact that he claimed at a meeting that he had a conflict. Mr. McOmber clarified to the Board and the public that he does not have a conflict and what he expressed was that there are times as general counsel, particularly with special education litigation, where he works closely with staff members of the Manasquan Education Association and when he is called on for negotiations there could possibly be an adversarial process; however, he did not think this would occur. He said there is no a legal conflict. He said that Mr. Paff indicated that the minutes did not detail the kind of conflict that he was referring to. He again clarified that there is no legal conflict, no legal impediment and said that he was only expressing a reservation and there is nothing that would stop him from conducting negotiations.

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Mr. McOmber referred to another issue that Mr. Paff had with the vagueness of the executive session minutes. Mr. McOmber said that he also feels that the minutes could be more detailed; however, because the Board Secretary wishes to release them immediately they are kept vague. He is now recommending that going forward the Board accept the executive session minutes but they will not be released to the public until such time as the Board Secretary recommends their release because the reasons for keeping them confidential no longer exists. He explained that at that time they would be placed on the agenda and the Board would vote to release the minutes. He said that he would anticipate this being done three or four times a year.

Mr. McOmber said that Mr. Paff also commented on the executive session resolution used by the Board. Mr. McOmber said that he forwarded a revised resolution that Mr. Paff felt met the requirements of the Sunshine Law.

Mrs. LaSala asked if any changes would be required to the Bylaws in order to make the change to the release of executive session minutes. Mr. McOmber said that the law dictates that minutes are to be released only when the reasons for confidentiality no longer exist. He did note that although executive session minutes would eventually be released, there may be minutes that are never released or will be redacted in cases that involve children or confidential personnel issues.

Mrs. Hom commented that in an effort of transparency she brought to the attention of the public and the Board that individuals may be recording the meeting. She said that if individuals wish to record they are required to request to do so and she would then announce this at the beginning of the meeting. Mrs. Hom asked Mr. Shelton if he was recording this evening.

Let the minutes reflect that Mr. Bauer arrived at 7:10 p.m.

Mrs. Margin presented a comprehensive report on the 2012-2013 budget that was accompanied by a PowerPoint presentation. She began by saying that the district goals and state mandates are what drive the budget. She reviewed the goals of the district. She also reviewed the New Jersey state mandates and provided details on some of the new mandates and their impact the budget. She also spoke on the technology capacity of the district, specific needs to keep up with technology demands and the requirements for P.A.R.C.C. (Partnership for the Assessment of Readiness for College and Careers). She reported on the professional development requirements that must be met by the district. She said that curriculum must be aligned that will necessitate curriculum writing and also harassment, intimidation and bullying is still is an on-going issue. She pointed out that the reduction in tuition in the amount of \$814,809, in addition to extraordinary events in the district such as the replacement of both elementary school boilers, have an impact on the budget. She reported on an increase in state funding towards special education. She reported on some of the unfunded state and county mandates that involve students accepted into the vocational programs whose tuition must be paid by the district which incurs a significant cost to the district. She also reported on the requirement to remediate any students entering the high school in grade 9 to determine if they have fallen into the partially proficient category which would necessitate paying for supplemental courses to support them. Mrs. Margin provided a detailed explanation of banked CAP and how this will be used in the proposed budget. She pointed out that the banked CAP will be utilized to reinstate four certified staff positions that were originally proposed to be cut, to restore additional outside counseling for the high school students and also restore the accounts for athletic and field trips.

Mrs. Hom continued with the budget presentation and provided a detailed explanation of the funds and expenditures in the budget. Her report was accompanied by a PowerPoint presentation. Mrs. Hom explained the components of the budget, starting with the revenue side and provided information on the various revenue factors. She reported an overall budget of \$26,453,967. She reported that the Child Study Team

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services with Sea Girt will not be continued next year so this has been removed as a source of revenue. Mrs. Hom then reported on the various expenditures in the budget. She provided a comparison of revenues from year to year as indicated in the budget. She reported that the total increase in the revenue picture will be 2.197%, although there have been variations on where the revenues will come from. She continued her report on the expenditures pointing out some increases and decreases in certain areas. Mrs. Hom spoke on the tax impact of the budget and reported that for a home valued at \$500,000 there would be a payment of an additional \$187 yearly or \$15.58 per month.

Mrs. LaSala asked if there were any questions or discussion from the Board.

Mrs. DiPalma questioned if the amount that would not be received from tuition was from the sending district high school students. Mrs. Hom explained that the decrease in tuition revenue was primarily from the declining enrollment in the high school.

Mr. Winterstella commented that no one likes a tax increase and asked for input or guidance from members of the Board and the public on what areas that they feel should be cut in the budget.

Mrs. Brown asked if any funds were allocated in the budget to be used towards the televising of board meetings.

Mrs. LaSala said that this was not addressed in the budget and will be further investigated; however, she wanted to see if the majority of the Board was in favor of this process.

Mrs. LaSala opened the floor for public comment. Seeing no questions or comments from the public she proceeded with the Agenda Work Session.

Mrs. Margin brought to the attention of the Board the Work Session Agenda and recommendations that will be brought before the Board for approval at the Regular Open Business Meeting on Tuesday, March 27, 2012.

It was recommended that the Manasquan Board of Education approve the acceptance of the minutes of the Open Agenda Work Session and Closed Executive Session of Tuesday, February 21, 2012 and the Regular Open Business Meeting and Closed Executive Session of Tuesday, February 28, 2012.

Mrs. Margin reported that the Public Hearing on the 2012-2013 School District Budget would be conducted on March 27th.

Mrs. LaSala thanked the Finance Committee, Mr. Smith, as Chairperson, Mr. Furey, Mr. Campbell and Vice-President Mr. Winterstella, as well as the administration, for the numerous hours and time put into the development of the budget.

Mrs. Hom and Mrs. Margin also thanked the committee for their assistance with the budget process.

Mrs. Margin continued by reporting that the students and teachers responsible for the organization of the Squan-a-Thon would be recognized on March 27th.

She asked Mrs. LaSala to provide the Ad Hoc Code of Conduct/SRO Committee report. Mrs. LaSala reported that the first meeting was held on March 13th from 9:30 a.m. to 10:30 a.m. in the high school guidance office. She reported the following Board Members and administrators in attendance: Trisha Brown, Katherine Verdi and herself, Principal Coppola, Vice Principal Bramley and Vice Principal Cahill. She reported that the main focus of the meeting was to discuss the implementation of the parent/student conduct agreement form. She said that the purpose of this document is to link all policies

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and consequences applicable to the student should he or she find themselves in an unfortunate situation where a violation of school policy may have occurred. Mrs. LaSala said that they had samples available from other districts and the administrators selected those they felt would be of assistance in drafting a suitable document for the district's needs. She reported that the administrators expressed complete satisfaction with the Student in Good Standing Policy and indicated that to date approximately 18 students have utilized this policy. She said that it was also decided that an opportune time to have this conduct form executed would be when an incoming student is making a high school schedule. She said that the administration is currently working on the draft that they would like to see implemented. She reported that the administration answered questions and guided Board Members through the process of what occurs when a stationhouse adjustment or arrest of a student takes place off of school grounds. She said that while everyone applauds the efforts of law enforcement there was some discussion regarding instances where information may not have reached the school. She said that obviously the school cannot take action on rumors and innuendo. She said that Board Members asked the administrators if they felt a SRO would be helpful in the school and the administrators unanimously agreed. She presented the following summary conclusion from the meeting as follows: The administrators are currently drafting a document that upon completion will be presented to the committee at the next meeting and when the committee is satisfied with the final draft it will be presented to the entire Board for discussion and/or approval. She said that future meetings should focus on funding efforts, hard costs, alternative resources and options for employing an SRO. She said that the committee recognizes that stationhouse adjustments and arrests are rare occurrences and although governed by the Memorandum of Agreement there are some inconsistencies in reporting incidents to the school so future meetings should also include discussion on what the Board may or may not be able to do to appeal for assistance from local law enforcement to address this issue. She said the next meeting of this committee is scheduled when the administrators have completed the draft of the student/parent conduct agreement form and she will make an announcement to the Board and public as soon as the date is set.

Mrs. Margin continued with the Superintendent's Report and said that she would present her formal report next week. She reported that one student made it to National with the DECA competition in Salt Lake City, Utah. She said that the cost which includes the expense for the student and advisor is \$3,480.00. She reported that DECA only has \$850 in their account and in previous years the high school has been asked to split the cost with the Board of Education. She asked the Board if they would agree to these terms for this event with a cost of just over \$1,700. Mrs. Margin said that Mr. Waldeyer would be accompanying the student. Seeing no objection by the Board, Mrs. Margin would include this in the agenda next week.

Mrs. Margin reported that currently the district pays substitute nurses \$90 a day and a request has been made to possibly increase the hourly rate for a substitute nurse. Mrs. Margin pointed out the importance of having the appropriate nursing support in place. She compared our rate to surrounding districts and recommended that the rate be increased to at least \$100 per day. Seeing no objection from the Board she would include this in the agenda next week.

Mrs. Margin spoke on the number of OPRA requests that have been submitted over the past few months. She said that these requests are absorbing so much of Mrs. Hom's and her clerical support's time that it may be necessary to come to the Board and request some additional part time help.

Mrs. Hom presented a sample of the amount of paperwork from OPRA requests from the past couple months. She pointed out that this paperwork does not include the numerous requests that she addressed from the public that were not submitted through an OPRA request. She said that both she and her staff are busy and find it is impossible to keep up with these request and be as responsive to people as possible. She said that some support is necessary to achieve this and still effectively perform the duties of the job. She

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stated that the process has been formalized and requests should come on an OPRA form and anything else will not be addressed. She said that she would address answers at a public meeting and she would not be responding to questions sent in e-mails.

Mrs. Brown asked approximately how much time per week is dedicated to OPRA requests. Mrs. Hom said that personally she spends approximately ten to twelve hours per week. She referred to an OPRA addressed from last week that requested twenty years of legal records that required two and one half days to prepare the records by her, her secretary and Mr. McOmber.

Mrs. Margin addressed Mrs. Brown's question on the cost of an extra staff member and said that it would be a part time position at a rate of \$20 to \$25 per hour.

Mrs. LaSala said that it should be taken into consideration that if Mrs. Hom's staff is devoting time to OPRA requests, it is taking away from their day to day duties.

Mrs. Hom said that her staff is busy and that she often handles the tasks involved with the requests making sure that information is being provided correctly. She pointed out that Board minutes are now thirteen pages long for a meeting that in the past would have only been four or five pages and this along with the everyday general operations of the business office keep her secretary and staff very busy.

Mrs. Brown asked if a list of OPRA requests could be made available to the Board. Mr. McOmber said that he did not believe that OPRA requests would not be considered public documents unless the individual made an anonymous request. He did say that the material being requested could be made available to the Board.

Mr. Smith asked if of the OPRA requests received were from the same individuals. Mrs. Hom said that many of the requests were submitted by the same individuals. She said that she was not required to charge a fee if the material could be provided electronically. She did point out that at times the material requested is too large to e-mail and at that time she does charge a fee.

Mrs. Hom said that if approved the individual would be hired on an as-needed basis to address the requests.

Mrs. LaSala opened the first public forum on agenda items.

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 in 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 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 comments on items included in this agenda only.

Mrs. LaSala closed the public forum seeing no questions or comments from the public.

Mrs. Margin continued with the work session agenda.

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Under Manasquan Motions:

It was recommended that the Manasquan Board of Education approve the Elementary School Personnel, as per Document D. 03/27-03

It was recommended that the Manasquan Board of Education approve the Elementary School Professional Days and Field Trips submitted, as per Document E. 03/27-04

It was recommended that the Manasquan Board of Education approve to renew the agreement with Middlesex Regional Educational Services Commission for nonpublic services for the 2012-2013 school year, as per agreement on file in the Board Office. 03/27-05

It was recommended that the Manasquan Board of Education approve the submission of a grant application for the 2012 Safety Grant Program through the New Jersey School Boards Association Group's MOCSSIF Subfund for the purposes described in the application, in the amount of \$7,091.32 for the period July 1, 2012 through June 30, 2013. (The funds will be used toward security cameras.) 03/27-06

It was recommended that the Manasquan Board of Education approve the acceptance of the Financial Reports, Elementary School Central Funds report and Payment and Confirmation of Bills (Capital Expense). 03/27-07

Mrs. Margin recommended grouping Motions 03/27-03 – 03/27-07 for approval by the Board.

Under Manasquan/Sending District Motions:

It was recommended that the Manasquan Board of Education approve the high school personnel, as specified in Document 1. 03/27-08

It was recommended that the Manasquan Board of Education approve the high school professional days and field trips submitted, as per Document 2. 03/27-09

It was recommended that the Manasquan Board of Education approve the students for treatment and /or placement as prescribed by the Child Study Team, as per Document 3. 03/27-10

It was recommended that the Manasquan Board of Education approve The Danielson Group to provide a two day workshop for Observation Skills Training/Framework for Teaching at fee of \$6,500.00. 03/27-11

Mrs. Margin pointed out that this expense would be shared with the sending districts as well as another district in Monmouth County.

It was recommended that the Manasquan Board of Education approve and recognize the Teacher of the Year Recipients Cathy Taft, Elementary School and Maryann Freda, High School, and further recommend approval to award said recipients \$250.00 each to match the \$250.00 given to each teacher from the PTO's to be spent on an additional piece of equipment or material selected by them for classroom use. 03/27-12

Mrs. Margin recommended grouping Motions 03/27-08 through 03/27-12 for approval by the Board leaving Motion 03/27-13 as a separate vote.

It was recommended that the Manasquan Board of Education approve the re-adoption of the final 2012-2013 School District Budget. 03/27-13

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It was recommended that the Manasquan Board of Education approve to advertise for bids for 2012-13 Trash Collection Services and 2012-13 Printing Services. 03/27-14

It was recommended that the Manasquan Board of Education approve to purchase technology equipment from CDWG for the Manasquan High School. 03/27-15

It was recommended that the Manasquan Board of Education approve to purchase technology equipment from Dell for \$18,745.49 (\$16,068.00 will be charged to Carl D Perkins Grant). 03/27-16

Mrs. Margin pointed out that the bids for the wiring project would be opened at 1:30 p.m. on March 23, 2012.

It was recommended that the Manasquan Board of Education approve the contract with (TBD) for the Replacement of Data Wiring in accordance with specifications. 03/27-17 (Contractor will be made available after bid opening)

Mrs. Verdi made an announcement that the Girls' Basketball Team won the game.

It was recommended that the Manasquan Board of Education approve the Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense) for the Manasquan High School. 03/27-18

Mrs. Margin recommended grouping Motions 03/27-14 through 03/27-18 for approval by the Board.

Mrs. LaSala asked if there was any Old or New Business to be before the Board.

Mrs. LaSala reminded Board Members that the Board's self-evaluation was scheduled for April 17th and reminded the Board to complete the pink sheet as soon as possible to assist Ms. Winecoff with the process. She asked that the sheets be sent directly to Ms. Winecoff at New Jersey School Boards. She said that this process would take place during the public portion of the meeting on April 17th.

Mrs. LaSala opened the Public Forum on non-agenda items.

Mr. Shelton, Lake Avenue, commented on OPRA requests and said that the more information that the Board makes available to the public will result in less information that needs to be asked for through OPRA. He commented that if the minutes will only be provided two or three times a year then this will increase the OPRA requests.

A discussion took place between Mr. McOmer and Mr. Shelton on the release of closed session minutes and statements made in the minutes referred to in Mr. Paff's letter. Mr. McOmer said that he would review these minutes with Mrs. Hom and possibly recommend some revisions.

Mr. Shelton asked if the agenda could be posted in a timelier manner. Mrs. LaSala said that the agenda would be posted after it was released to the Board. He also commented that there would be an irony in having to hire someone to address OPRA requests if layoffs or cuts were being considered.

Mr. Shelton commented that the last couple sets of minutes have been good and informative. Mrs. Hom pointed out that minutes are to report action taken and only be a summary of what was discussed at the meeting and they are not supposed to be verbatim.

Mr. Shelton referred to Mr. Winterstella's request for suggestions from the public on where to make cuts in the budget and commented that it is unfair to ask someone to comment on the budget and tell the Board where to cut when they just received the budget thirty minutes ago.

He thanked Mrs. Hom and complimented her on the budget presentation. He commented that there is still over a 5% increase to the levy. Mrs. Hom replied that it was under 5%. He pointed out that in December the Board said they would discuss S3148 and the next month with little discussion the Board removed the public's right to vote and now the budget is over 2%. Mrs. Hom addressed his question on adequacy and said that the district is at adequacy and explained that it records as being below adequacy anytime you are at equal to adequacy.

Mrs. LaSala pointed out that looking at the amount of certified staff that would have been required to be released was the factor of going into the banked CAP, in addition to keeping the outside counseling. She stated that her vote is in good conscience to go into banked CAP to provide these services.

Mr. Shelton referred to the cut to the paraprofessionals and Mrs. Hom replied that they were still out of the budget. Mrs. Margin said that all IEP's will be covered and be within compliance. She said that a new way in delivering instruction is being looked into in which a special education teacher in the room with the regular education teacher to co-teach the entire day. She said that it is anticipated that seven positions will be cut however with special education, IEP's can drive and it may not work out to that number. He hoped that there would be a way to figure out how to use some of the money to keep these people working.

Mrs. Margin pointed out that the four versus three certified staff is a result of learning that Sea Girt was going to eliminate the \$31,000 worth of revenue. She did say that those four positions were safe but not the paraprofessional positions.

Mrs. LaSala commented that no one likes to see an increase in taxes but unfortunately the Board needs to make hard decisions and no decision was made lightly.

Mr. Shelton also commented on the Pay-to-Play option. Mrs. LaSala said that this concept came to the table late and would be looked at going forward. He pointed out that Manasquan has the highest extra-curricular costs in the county of all K-12 schools with a \$540 per student cost. He suggested looking at other areas such as support services and administration which are higher than the state average.

Mr. Winterstella clarified his earlier statement and said that he believed he said that it would be helpful if comments were made on what areas might be cut and he did not say that you had to comment.

Mrs. Shea, Parker Avenue, asked for an explanation of the state recommended fund balance. Mrs. Hom replied that it is 2% and a calculation of the overall budget. She explained the details involved in determining the fund balance and said that it is kept in case of emergency. She gave examples of what would be considered an emergency.

Mr. Shelton asked if the wiring in the budget involved all of the elementary school. Mrs. Hom replied that it did and the high school wiring was out to bid at this time in addition to the purchase of equipment some of which is being purchased through the Carl Perkins Grant

Mrs. Hom said that new technology and equipment is not incorporated in next year's budget. Mrs. Margin said that the elementary school PTO would be purchasing I-Pads for the elementary school this year.

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Mr. Smith commented that everything presented by Mr. Shelton had at one time been discussed in the Finance Committee meetings and it was the decision of the Finance Committee not to do some of the things suggested by him, for example the Pay to Play. He pointed out that he has worked on many budgets and the Board has been more involved in the development of this budget than any other budget he was involved in putting together. Mr. Smith thanked Mrs. Margin and Mrs. Hom for all of the work they did in the development of the budget.

Mrs. LaSala close the public forum seeing no additional questions or comments from the public.

Mrs. LaSala read the following Sunshine Law Resolution:

WHEREAS, the Open Public Meetings Act, pursuant to 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

NOW THEREFORE BE IT RESOLVED that 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:

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. (Student Discipline)

NOW, THEREFORE, BE IT RESOLVED, THAT THE Manasquan Board of Education will hold a closed executive session immediately in the Board Conference Room, located at 167 Broad Street, Manasquan, New Jersey. It is anticipated that the closed session will not last longer than 20 minutes and the Board of Education will not be taking any action upon returning to public session after the closed session.

Mrs. LaSala asked for a motion to go into Closed Session the meeting.

On a motion by Mr. Winterstella, 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 Agenda Work Session and go into Closed Executive Session at 8:20 p.m.