

March 27, 2012

The Board of Education of the Borough of Manasquan, Monmouth County, met for the Public Hearing on the 2012-2013 School District Budget and Regular Open Business Meeting on Tuesday, March 27, 2012, at 6:00 p.m., in the Manasquan Elementary School Cafeteria

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.

Call to Order

Mrs. LaSala 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, Jim Smith, Katherine Verdi and John Winterstella, Manasquan Board of Education Elected Members (MEB), Julia Barnes, Michele Degnan-Spang and Mark Furey, Sending District Representatives (SDR), Billy Acciavatti and Alec Lorenzo, Student Liaisons. Absent: Thomas B. Bauer (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.

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 final action may be taken.

Statement to the Public

Prior to the vote on Motion 03/27-01 Mr. Furey commented that the minutes are far more reflective of the meeting and very accurate; however, going forward he suggested a meeting be held to discuss what should be included in the minutes. He said in the attempt to acquire accuracy the minutes are growing in volume and become less effective when they include too much commentary. He encouraged a meeting to discuss the proper format for minutes.

Mr. Smith commented that the minutes of the 14th and 28th were fourteen pages long when in the past they were only four or five pages. He also encouraged a discussion on condensing the contents of the minutes.

Mrs. LaSala asked to have this matter placed on the next agenda for discussion.

On a motion by Mr. Winterstella, seconded by Mr. Campbell, it was RESOLVED by roll call vote in favor by the Manasquan Board of Education to approve 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. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussion and acting on a matter in closed session no longer exist. 03/27-01 (MEB/SDR)

Roll Call Vote as follows:

Mrs. Barnes – yes	Mrs. LaSala – yes
Mrs. Brown – abstain on 2/21 yes on 2/28	Mrs. Muly – abstain on 2/21 yes on 2/28
Mr. Campbell - yes	Mr. Smith - yes
Mrs. Degan-Spang – yes	Mrs. Verdi - yes
Mrs. DiPalma – yes	Mr. Winterstella – yes
Mr. Furey – yes	

Presentations & Reports:

Presentations & Reports

Mrs. Margin recognized and introduced Mrs. Pat McKenzie, Mr. Paul Battaglia and Ms. Lowe, the organizers of the 3rd annual Squan-a-Thon. She reported that this year they raised over \$46,000. Mr. Battaglia thanked the Executive Committee Members in addition to the student organizers for their assistance with the program. He provided details of the event and thanked the Board for their support. Mrs. Margin commented on the efforts involved in putting this program together and thanked the teachers and students for all of their hard work.

Mrs. Margin recognized the Manasquan High School Girls’ Basketball Team for the following accomplishments: Group II State Champs, Winners of the State Tournament of Champions, C-Central Division of the Shore Conference and Central Jersey Group II Champions. She introduced and congratulated the members of the team along with the team’s coaches.

Mr. Winterstella, on behalf of the Board, presented certificates to the team members.

Mrs. Margin said that she would continue to highlight the other winter teams’ accomplishments during her regular report.

Mrs. Margin opened the Public Hearing on the 2012-2013 School District Budget. A comprehensive report on the budget, detailed in a PowerPoint presentation, was provided to the Board and members of the public by Mrs. Margin and Mrs. Hom. A copy of the PowerPoint presentation will be incorporated into the formal minutes.

Public Hearing on the 2012-13 School District Budget

During Mrs. Hom’s report she realized that they were not presenting the most recently updated PowerPoint.

Mrs. LaSala pointed out that some of the changes reported were made this afternoon during the Finance Committee meeting that was held from noon until 1:30 p.m. and this is the reason for not being in the slide presentation.

Mrs. Margin also reported that significant changes to the budget were made this afternoon at 1:00 for the benefit of the taxpayers and these changes must be reflected in several different locations in the budget. She said that Mrs. Hom would point out where the incorrect information is in the budget material and asked that those changes be made on their copies.

Mrs. LaSala further commented that she wanted to make it clear to the public and to the Board that as soon as the committee knew they had decisions to make they convened as quickly as possible.

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Mrs. Hom pointed out that the difference was in the Capital Reserve line and she reported the correct information. She continued with her report on the budget.

During Mrs. Hom's reference to Donations from Endowments, Mrs. LaSala spoke on information that the committee was made aware of late today by the County on a change that needed to be made on the revenue side that does not affect the numbers in the budget but strictly affects the source and where we place that source in the budget. She spoke on the \$2.5 million in the budget allocated for the field project. She said this money was planned to be raised by the Manasquan High School Endowment and the goal has not been achieved to date. She said that this venture was not undertaken at the best time and it has now been suggested after a meeting of the Buildings and Grounds Committee and the endowment group to consider selling the property off of Sea Girt Avenue and use the proceeds to finance upgrades and address issues for the athletic field problems. She said that this option has not been fully investigated and it has been brought to their attention by the county superintendent that they should estimate the value of the sale of this property. She pointed out that this in no way commits the Board to sell the land, but it needs to be placed in the budget to leave this option open.

Mr. Smith asked how the County Superintendent learned of the decision to sell land. Mrs. Hom said that he received calls from taxpayers not on the sale of the land but on whether the endowment should still be in the budget as \$2.5 million. Mrs. Hom said that if the Board was intending to discuss the sale of land it needed to be put in the budget as a potential revenue source.

Mr. Smith was concerned that the County Superintendent knew of the land sale before members of the Board. Mrs. Hom assured him that this was not the case. She said when she was discussing the sources of revenue with the County Superintendent it did come up that there had been discussion of considering the sale of property but she did not know if the Board would support the sale. She said that there was a discussion at the Buildings and Grounds Committee meeting about the potential of selling land and this would be further discussed with the full Board.

Mrs. Brown asked to clarify to the public that the Buildings and Grounds Committee did not come to a clear decision on whether or not to sell the land nor were they going to make this recommendation at this time.

Mrs. LaSala said that this is basically an accounting move and does not commit us to anything. The vote tonight is to only move it to a different source of revenue and not to authorize any decisions for the sale of land.

Mrs. DiPalma referred to the suggestion made to sell the land when she first came on the Board and asked why this was not undertaken at that time. Mrs. Hom said that there was discussion on whether the Board could sell it directly to surrounding taxpayers and this cannot be done as a Board of Education. She said that the land would have to be put up for public sale.

Mr. Winterstella commented that it is included in the budget should the Board choose to sell the land. He reported that there were four proposals presented to the Buildings and Grounds Committee and the Athletic Field Committee. It was decided to carry two of them on for presentation to the Board at the April meeting. He said that one of the proposals in order to be fully funded would require the sale of property. He said this would be brought to the Board for review and it will be a decision of the Board.

Mrs. Hom continued with the budget report and PowerPoint presentation.

Mrs. LaSala commented that there is a possibility that the Board would receive extra state aid in May but that amount is not known at this time. She pointed out a change

***Public Hearing
on the 2012-13
School District
Budget
(continued)***

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to the banked CAP that is reflected in the public's handout that should actually be \$240,734.

Mrs. Hom said that after the aid figure is made available the Board could make decisions in June.

Mrs. Hom addressed Mrs. Margin's request for clarification of the \$117,000 that was put towards next year's budget and said that these funds were made available as a result of the wiring bid coming in significantly lower than the anticipated amount of \$300,000.

Mrs. DiPalma thanked the Board for agreeing to bid the wiring project again because it resulted in a savings the district a lot of money.

Mrs. Brown thanked the Finance Committee, Mrs. Hom and Mrs. Margin for their time and effort in establishing the budget. She expressed some reservations publicly so her stand is known when it comes time for the vote. She spoke on the major difference that she sees between this year's budget and the proposed budget is the decrease in enrollment in the high school. She said that as an educator and a parent she understands that this enrollment number does not apply to a class size but it should certainly affect the budget amounts going to the high school. She said that she supports the teachers and the programs; however, she thinks that with the loss of 42 students some money in the budget should go towards discovering why this is happening and it is causing her much concern. She also pointed out another problem that she sees with using the banked CAP as more of a band aid. She said that there is no way to see what is going to come in the future and she used the chiller going down as an example. She referred to the roof project being \$1.6 million with only \$850,000 budgeted and she feels that going forward there is no long range planning in the budget to finish the roof. She referred to this being a negotiation year and with not knowing what that number is going to come in at, she would rather see the banked CAP be ready for the following year if adjustments have to be made in salaries. She said that the Board is getting these numbers at the very last minute and after she spent a good deal of time reviewing the numbers and then have them change at the last minute tonight this has caused her concern.

Mrs. LaSala explained the reason for this is that the information was not made available to the Finance Committee until Monday and they met as quickly as possible. She said that the entire banked CAP would not be used and \$224,927 was still left for use next year. She said that Mrs. Brown's concerns were shared by the Board and she appreciated her concerns.

Mrs. LaSala read the following statement prior to opening the Public Forum for discussion on the budget and 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 comment on items included in this agenda only.

Kirt Wahl, Co-President of the Manasquan Education Association expressed concerns with the four staff members being reinstated, since one of the staff members was not being reinstated back to 100% and as a result of this the other staff members of that

**Public Hearing
on the 2012-13
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Budget
(continued)**

**Public Forum
on Agenda Items**

department will have an increase to their workload without any additional money. He referred to last week's meeting and reference to the large amount of OPRA requests and the need for additional help. He said that it does not make sense that additional help is being requested for the OPRA requests while the MEA members are not getting more help when asked to do more work. He referred to the amount of pay of \$25.00 that was suggested for the individual in the Board Office and he pointed out that this is more than what is made by a paraprofessional and yet the paraprofessional staff is being cut. He referred to comments made by Mr. Shelton at last week's meeting on the administration being top heavy but nowhere in the budget are cuts to administrators. He compared the number of administrators in the elementary school to the high school and said that some of them are district employees but most of their time is spent at the high school or board office. He pointed out that based on the individual enrollments at each school he questioned the need for that many administrators at the high school. He asked the Board to take this into account before they cast their vote.

Paul Battaglia, Co-President of the Manasquan Education Association referred to cutting seven paraprofessionals and asked that the Board think about this further because this will affect the students. He pointed out the value of the paraprofessional and that in this district they work with extremely at risk students and special needs students and if these individual are let go this will cause impact on those students and the students around them. He said that many of these individuals have worked in the district for over ten years and if seven paraprofessionals are cut it would require the clerical paraprofessionals to do the work of maybe one or two others. He pointed out that if one looked at whom the greater good benefits, he said that there are nearly 1700 students in the district, and is providing more help at the Board Office level going to do a greater good rather than providing for 1700 students. He asked that the Board take this into consideration.

Mrs. LaSala thanked him for his comments and said that the Board only discussed the possibility of getting help with regard to the OPRA requests and no decision has been made on this. She also said that with regard to the paraprofessionals the Board takes their direction on staffing from the administration. Mrs. LaSala referred to a letter she received regarding the paraprofessionals and said that she owed this individual an apology because she had said if money was found in the budget she would be in favor of bringing back the paraprofessionals. She asked Mrs. Margin to explain what was told to her that based this decision.

Mrs. Margin reported that Mrs. Polak and Mrs. Graziano had come to her about an inclusion class that has been piloted for the last two years in which a special education and regular education teacher co-teach in the same room all day long. She said that this worked very well to the point that the special education teacher followed this class to the next grade level. She pointed out that this was considered a best practice to have two teachers co-teach in one room rather than having one regular education teacher and an aide assist. She said that it may not be the best economical way but it is much better for the students. She pointed out that currently the district has on staff enough special education teachers to provide each grade level with a special education teacher to designate a team of one regular education teacher and one special education teacher to handle those students at that grade level and provide co-teaching all day long. She said that this would allow the teachers with common planning time which is not provided at this time. She said that training would be provided to these teachers over the summer and an opportunity to meet in order to plan how they will address the needs of the students in their class. She said that this is a seamless situation for the children since they do not know which teacher is the regular classroom teacher or the special education teacher and they also do not know which children in the room are requiring more support because it is conducted in one classroom with two teachers rather than one. She said that this is an educationally based decision rather than a financial one.

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***Public Forum
on Agenda Items
(continued)***

Mrs. Margin referred to the district supervisors and said that although they are housed in the high school they have district wide responsibilities that benefit the elementary school.

Mrs. Margin clarified that the cuts involve five instruction aides and two clerical aides. She pointed out that special education requirements must be filled in order to be in compliance and more support will be provided to the child if required in an IEP.

Jessica Eastmond, Parker Avenue, a senior at Manasquan High School, commented that she loves Manasquan High School. She said the past four years have been the best four years of her life and she will be sad to leave the school. She said that sometimes Manasquan does not get positive feedback for all that they do and she was here tonight to give positive feedback. She said that she is extremely active at the high school and feels that she is supported by the administrators and teachers in all of her activities. She said that she wanted to give the Board some respect and support. She thanked the Board for passing the band and cheerleader trip to Disney and said it was a great experience and added a great memory to her long list of memories at Manasquan. She especially thanked Mrs. Muly for driving over to Disney while on vacation in Florida to show her support. She thanked the Board for listening to her this evening.

Lynn Walsh, Pre-School Teacher at Manasquan Elementary School, spoke on the current pre-school program that is offered in the district that initially took place in collaboration with the Wall Township School District. She told the Board that some of the sending districts are having typical developing children included in their pre-school program and charge tuition for their attendance. She said that this proved to be a great and worthwhile cause for all children. She suggested that Manasquan consider having these children come into our program and said that parents have asked for this type of program. She said that transportation would only be provided for the classified students with an IEP and anyone else would have to provide their own transportation. She asked the Board to consider this program for the future and said that it could generate revenue for the district.

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

Mrs. Margin continued with the Superintendent's Report.

***Superintendent's
Report***

Mrs. Margin recognized the Girls' Swim Team and congratulated them on winning their 4th consecutive divisional championship. She also congratulated the 200 free relay team for setting a new County Meet Record that was also a new Manasquan record. She congratulated the same relay group that set a new County Meet Record in the 400 freestyle relay as well as in the Shore Conference Championship in the 200 freestyle relay. She also reported that the 200 freestyle relay team was named all-shore.

Mrs. Margin recognized and congratulated the Boys' Swim Team who was undefeated and won their 3rd consecutive divisional championship with the 200 freestyle relay team and the 400 freestyle relay team setting new Manasquan records.

Mrs. Margin recognized and congratulated the Girls' Bowling team for being the Central A Division Champions, the Group II Central Jersey Champions and the Winter Wave Tournament champions.

Mrs. Margin reported that there are many individual accomplishments in all of the athletic teams that can be viewed on the high school website.

Mrs. Margin provided the Random Student Drug Testing as of March 27th and reported that as of this day there have been 14 tests administered throughout the year with a total of 283 students randomly tested. Of those, 269 students were negative and 14 were positive with 9 for marijuana and 5 for alcohol. She also reported that 49 mandatory tests

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were administered to students who tested positive once and now are required to be tested four additional times and of those tested, 9 came back positive with 5 for marijuana and 4 for alcohol.

*Superintendent's
Report
(continued)*

Mrs. Margin asked the Board to review the enrollment figures as specified in **Document A**. She reported an enrollment as of February 29, 2012 in the Manasquan Elementary School of 682 and in the Manasquan High School of 956 full time students and 45 shared-time students, for a total high school enrollment of 1001, bringing the district enrollment to a total of 1683. She also reported the average daily attendance of 93.04% in the high school and 95.7% 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 February 2012.

*Enrollment Report
Document A
Suspension, Fire &
Bus Evacuation
Drill Reports
Document B
HIB Incident
Report
Document C*

Mrs. Margin asked the Student Liaisons to present their reports at this time.

*Student Liaison
Reports*

Billy Acciavatti, Student Council President, provided a report on the following activities:

- MHS Drama Club will present Urinetown a comedy musical this weekend
- Academy of Finance will be holding the 8th annual Fashion Show
- The Health Careers Club will be taking a trip to the Bodies Exhibit in New York
- Starting Monday the Senior Lunch Program begins that lets specific senior go leave the school for lunch. He explained the criteria for this program.
- Author, Jessica Brody spoke to the English and Writing classes
- Sophomore semi-formal was held two Fridays ago and he heard that it was a great time for the Freshmen and Sophomores in attendance
- Tournament of Champions Game last Tuesday night was a great experience for the entire school

Alec Lorenzo, Key Club President, provided a report on the following activities:

- Volunteers will be helping with the April Fools Run on Saturday, March 31st at Mallard Park
- The Dunes will be holding dances on April 13 and 27 from 7:00 to 10:00 p.m.
- The Manasquan Elks Breakfast will be held on Easter Sunday
- The Spring Arts and Crafts Fair is Saturday, April 28th with a rain date of the 29th in the Plaza and the members will help with cleaning up after the event
- The Taste of Manasquan will be held on Sunday, May 20th
- The Mom's Rock Run sponsored by the Manasquan Elementary School PTO will host a fund raising event Saturday, May 12th
- Tutoring and Homework Club held after school on Thursdays

Mrs. LaSala thanked the students for their reports.

Mrs. LaSala asked for a motion to approve the Superintendent's report.

On a motion by Mr. Campbell, seconded by Mrs. Brown, it was RESOLVED by voice 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**.

*Superintendent's
Report
Documents A, B
and C*

Let the minutes reflect that Mrs. Verdi is no longer present at the meeting.

Mrs. LaSala asked for a motion to approve Motions 03/27-03 through 03/27-08.

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On a motion by Mr. Campbell, seconded by Mrs. Brown, 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 03/27-03 through 03/27-08 (MEB).

*Manasquan Motions
03/27-03 –
03/27-08*

- Approval of the Elementary School Personnel, as specified in **Document D**. 03/27-03
- Approval of the Elementary School Professional Days and Field Trips, as specified in **Document E**. 03/27-04
- Approval to renew the agreement with Middlesex Regional Educational Services Commission for nonpublic services for SY 2012-2013, as per agreement on file in the Board Office. 03/27-05
- Approval of a bilingual Speech/Language Evaluation to be conducted by Leslie McEwan of McEwan Associates at a rate of \$550.00 for student #121008 (MES) as part of a Child Study Team Evaluation. 03/27-06
- Approval of 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.) 03/27-07
- 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)

*Personnel E.S.
Document D*

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

*MRESC Nonpublic
Services 2012-13*

*L. McEwan- Speech
Language Eval.*

*2012 Safety Grant
Application*

Financial Reports

The Business Administrator/Board Secretary certified that as of February 29, 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.

*Secretary's
Certification*

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 the next 30 days in accordance with the statutes relating thereto.

District Taxes

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 February 29, 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.

*Acceptance of
Secretary's
Certification*

The Board of Education further recommended the acceptance of the Secretary's Financial & Investment and the Treasurer's Reports for the month ending February 29, 2012, as specified in **Document F**. (The Treasurer of School Moneys Reports for the month of February 2012 is on file in the Business Office and is in balance with the Secretary's Report.)

*Secretary's
Financial &
Investment Report
Document F*

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 February 29, 2012 it is to the best of its knowledge that no major account or fund has been over-expended

*Budget
Certification
Document F*

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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 February and March, as recommended by the Superintendent of Schools, as specified in **Document F**.

*Budget
Certification
Document F*

The Manasquan Board of Education further recommended the acceptance of the elementary school Central Fund Report for the month ending February 29, 2012, as specified in **Document G**.

*E.S. Central
Fund Report
Document G*

It was further RESOLVED to approve Bills (Capital Expense) in the amount of \$-0- for the month of March 2012 be approved. Record of check (#-0-) and distributions are on file in the Business Office.

*Bills – Capital
Expense*

The Manasquan Board of Education also confirmed Bills (Capital Expense) for February 2012 in the amount of \$355.12 and checks (#1260). 03/27-08

*Confirmation of
Bills – Capital Exp.*

Mrs. LaSala asked for a motion to approve Manasquan/Sending District Motions 03/27-09 through 03/27-13.

*Manasquan/Sending
District Motions
03/27-09 –
03/27-13*

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 Motions 03/27-09 through 03/27-13. (MEB/SDR)

*Personnel H.S.
Document 1*

- Approval of the High School personnel, as specified in **Document 1**. 03/27-09
- Approval of the High School Professional Days and Field Trips, as specified in **Document 2**. 03/27-10
- Approval of the students for treatment and/or placement as prescribed by the Child Study Team, as specified in **Document 3**. 03/27-11
- Approval for The Danielson Group to provide a two day workshop for Observation Skills Training/Framework for Teaching at a fee of \$6,500.00. 03/27-12
- Approval to 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. 03/27-13

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

*Special Education
Document 3*

*The Danielson
Group*

*Teacher of the
Year Recognition
and Monetary
Award*

On a motion by Mr. Winterstella, seconded by Mr. Campbell it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to designate \$1.5 million from the Endowment amount to the possible anticipated land sale and leave \$1 million to be raised by the Endowment and/or donations in restricted revenue.

*Transfer of Funds
From Endowment
to anticipated Land
Sale*

On a motion by Mr. Winterstella, seconded by Mr. Campbell it was RESOLVED by roll call vote in favor by the Manasquan Board of Education to approve the re-adoption of the final 2012-2013 School District Budget as amended and specified in **Document 4**. 03/27-14

*Re-adoption of
2012-2013 School
District Budget
Document 4*

Roll Call Vote as follows: Mrs. Barnes – abstain Mr. Furey – yes
Mrs. Brown – no Mrs. LaSala – yes
Mr. Campbell – yes Mrs. Muly – no
Mrs. Degnan-Spang – yes Mr. Smith – no
Mrs. DiPalma – yes Mr. Winterstella - yes

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Mrs. LaSala asked for a motion to approve Manasquan/Sending District Motions 03/27-15 through 03/27-20.

*Manasquan/Sending
District Motions
03/27-15 – 03/27-20*

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 Motions 03/27-15 through 03/27-20. (MEB/SDR)

- Approval to advertise for bids for 2012-13 Trash Collection Services and 2012-13 Printing Services. 03/27-15
- Approval to purchase technology equipment in conjunction with the wiring bid from CDWG through MRESC bid, for the Manasquan High School as per **Document 5**. 03/27-16
- Approval to purchase technology equipment from Dell for \$18,745.49 (\$16,068.00 will be funded by the Carl D. Perkins Grant). 03/27-17
- Approval to contract with RFB Solutions Inc., for the Replacement of Data Wiring in accordance with specifications, as specified in **Document 6**. 03/27-18
- Approval of the open lunch program for seniors qualifying beginning April 2, 2012 through June 18, 2012 (based on grade point average). 03/27-19
- The Manasquan Board of Education recommended the acceptance of the high school Central Fund Report for the month ending February 29, 2012, as specified in **Document 7**.

*Advertise for Bids
Trash Collection &
Printing Services*

*Tech. Equipment –
CDWG – Doc. 5*

*Tech. Equipment-
Dell*

*RFB Solutions Inc.
Data Wiring
Document 6*

*Senior Lunch
Program*

*H.S. Central
Fund Report
Document 7*

It was further RESOLVED to approve Purchase Orders for the month of March 2012, as specified in **Document 8**.

*Purchase Orders
Document 8*

It was further RESOLVED to approve the acceptance of the Cafeteria Report for the month ending February 29, 2012, as specified in **Document 9**.

*Cafeteria Report
Document 9*

It was further RESOLVED to approve Bills (Current Expense) in the amount of \$1,826,743.88 for the month of March 2012. Record of checks (#30468 through #30604), and distributions are on file in the Business Office.

*Bills
Current Expense*

The Manasquan Board of Education also confirmed Bills (Current Expense) for February 2012 at \$2,067,631.44 and checks (#30302 through #30467). (MEB/SDR) 03/27-20

*Confirmation of
Bills – Current
Expense*

Mrs. LaSala asked if there were any matters of Old or New Business.

*Old Business
New Business*

Mrs. Brown suggested that a log be provided monthly in the agenda outlining the OPRA requests received indicating the requestor, date received and the time involved to address the request. She said that as representatives of the public this would allow for a better idea of what documents are not being provided to the public.

Mrs. DiPalma commented that this seemed like it would create even more work for Mrs. Hom.

Mrs. Brown said that she provided a sample excel chart that could be used for this purpose and that this would be a good way to show the Board exactly what is involved in addressing the OPRA requests. She said that this would give her a better understanding of what is involved and make her more comfortable voting for additional staff to work on the requests.

Mrs. Hom commented on the effectiveness of this log and the work involved in compiling the information.

Mr. Winterstella felt the log would be a good idea and would allow the Board to realize what the public is requesting through OPRA. He also commented that the initial concept of OPRA requests was not to hinder or hamper the progress of local governments or school boards, but meant to provide the press with enough information to understand why decisions were being made and it has since become a tool to harass boards and local governments.

Mrs. LaSala commented that she believed that the Board is aware of how much Mrs. Hom is working in this effort and she fully supports knowing what documents are being requested in order to help in the process of providing information that they are entitled to receive. She said that she does have reservation in having the name of the person or people submitting the request being provided on the log because she does not believe that would serve any purpose for the Board.

On a motion by Mrs. Brown, seconded by Mr. Campbell, it was RESOLVED by roll call vote in favor by the Manasquan Board of Education to add an OPRA request log to the monthly agenda.

Roll Call Vote as follows:	Mrs. Barnes – yes	Mr. Furey – yes
	Mrs. Brown – yes	Mrs. LaSala – no
	Mr. Campbell – yes	Mrs. Muly – yes
	Mrs. Degnan-Spang – yes	Mr. Smith – yes
	Mrs. DiPalma – yes	Mr. Winterstella – yes

Mrs. LaSala asked to have the minutes reflect that Mrs. Verdi informed her that she had a previous commitment and had to leave the meeting.

Mr. McOmber referred to a discussion that took place last week with respect to executive session minutes. He said that it has been determined that the best course of action, in light of what other Boards are doing and in light of the need to both balance the timeliness of the release of the minutes and maintain confidentiality, would be to adopt the closed session minutes monthly and examine them every three months. He said the Board, on Mrs. Hom’s recommendation as both the Board Secretary and OPRA Custodian, would then recommend when the minutes would be released.

Mr. McOmber referred to correspondence received from Mr. Bartholomew regarding the release of closed session minutes. Mr. McOmber said that he would review case law and what other Boards were doing and try to come up with a new approach in addressing the release of closed session minutes.

Mr. Smith commented that this process would put even more work on the Business Office by having it necessary to review and redact minutes.

Mrs. LaSala asked to clarify that the Board did not make a suggestion to bring in a person to help out with the OPRA requests.

Mr. McOmber pointed out that there is a need for transparency and a need for confidentiality and it is not always an easy balance to strike. He said that the executive session minutes are very detailed and one solution to this would be to keep extremely general executive session minutes. He said that in an attempt to be as transparent as possible and consistent with the law he would address this further with Mrs. Hom.

Mrs. LaSala reported that the Board would need to address a change to Document 4 that will reflect a decrease of \$5.00 in the Maximum Capital Reserve Account.

March 27, 2012

On a motion by Mrs. Muly, seconded by Mrs. Brown, it was RESOLVED by roll call vote of all those present in favor by the Manasquan Board of Education to approve the amendment to **Document 4** that will reflect a decrease of \$5.00 in the amount noted in the Maximum Capital Reserve Account.

***Amendment to
the Maximum
Capital Reserve
Account
Document 4***

There was no additional Old and New Business to be brought before the Board.

Mrs. LaSala opened the second Public Forum.

Public Forum

Esther Murphy, Greenwood Drive, Spring Lake Heights, reported that the can sculpture project would be conducted once again at the high school. She provided details on the project and reported that all of the canned goods collected for the sculpture would then be donated to the food bank. She said that this year they would be collecting 16 oz. cans of B & M Bakes Beans from March 26th through April 19th and the unveiling would take place on Tuesday, April 24th at 3:00 p.m.

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

Mr. Smith read minutes from the Finance Committee meetings of February 21st, March 13th and March 20th, 2012. A copy of the Finance Committee minutes will be included in the formal minutes.

***Finance Committee
Report
(attachment)***

Mrs. LaSala read the following Sunshine Law Resolution.

***Sunshine Law
Resolution***

WHEREAS, 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

NOW THEREFORE BE IT RESOLVED that the Manasquan 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: (#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 (Student Discipline); and (#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 (Staff Discipline)

NOW THEREFORE BE IT RESOLVED that the Manasquan Board of Education shall hold a closed executive session immediately in the Board Conference Room, located at 167 Broad Street, Manasquan, New Jersey and it is anticipated that the closed session will not last longer than 30 minutes and there will be no further action taken by the Board after the closed session.

Mrs. LaSala asked for a motion to enter into Closed Executive Session at 8:55 p.m.

On a motion by Mrs. Brown, seconded by Mrs. Muly, it was RESOLVED by voice vote of all those present in favor by the Manasquan Board of Education to go enter into Closed Executive Session.

***Motion to enter
Closed Executive
Session***

March 27, 2012

The Board reconvened the Action Meeting.

***Action Meeting
Reconvened***

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

Roll Call

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

Mrs. LaSala asked for a motion to adjourn the meeting at 9:30 p.m.

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.

Motion to Adjourn

Respectfully submitted,

Margaret M. Hom
Business Administrator/Board Secretary