

BOARD OF EDUCATION

Borough of Manasquan

The Regular Open Business Meeting of the Manasquan Board of Education was held in the Manasquan High School Auditorium, 167 Broad Street, Manasquan, New Jersey, on Thursday, August 1, 2013.

Mr. Bauer called the meeting to order at 7:00 p.m.

1. Call to Order

Opening Statement: Pursuant to N.J.S.A. 10:4-10, notice of this meeting has been provided by publication in the Asbury Park Press, 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

Mr. Bauer requested that everyone join in the Pledge of Allegiance.

2. Pledge of Allegiance

Pledge of Allegiance

Mr. Bauer asked Mrs. Hom to call Roll.

3. Roll Call

Julia Barnes (Brielle)	Kenneth Clayton	Mark Furey (Belmar)	Katherine Verdi
Thomas Bauer	Linda DiPalma	Thomas Pellegrino	Patricia Walsh
Jack Campbell	Michael Forrester (SLH)	Michael Shelton	

Roll Call

Also present: Renae LaPrete, Interim Superintendent of Schools, Margaret M. Hom, Business Administrator/Board Secretary and Michael Gross, Board Attorney.

Mr. Bauer read the district's Mission Statement and Statement to the Public.

4. Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

Mission Statement

5. 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, 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

Mr. Bauer asked for the acceptance and approval of minutes.

Motion was made by Mr. Campbell, seconded by Mr. Shelton, and carried by roll call vote to accept and approve the minutes as specified in #6. (MEB/SDR)

Ayes (9), Nays (0), Abstain (2) – Mr. Forrester and Mrs. Verdi

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Regular Open Business Meeting and Closed Executive Session of Tuesday, June 25, 2013.

Minutes

7. Reports – No reports

Mr. Bauer asked Ms. LaPrete to give the Superintendent's Report.

Reports

Ms. LaPrete reported as of June 30, 2013 a total district enrollment of 1,609. She said there was no HIB report at this time but a presentation of the state required HIB self-evaluation report will be given this evening by a district administrator.

8. Superintendent's Report & Information Items

Recommend approval of the acceptance of the Superintendent's Reports as listed below:

Superintendent
Report

- **Enrollment Report for June 2013 - District Total – 1,609**

Elementary SchoolEnrollment
Report

<u>Grade</u>	<u>Students</u>	<u>Sections</u>
Kindergarten	71	4
1 st	74	4
2 nd	52	3
3 rd	75	3
4 th	78	4
5 th	70	3
6 th	62	3
7 th	89	4
8 th	77	4
Pre-schl. Hand.	6	1
MD	3	
LD	1	
TOTAL	658	

High School

<u>Town</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Totals</u>
Avon	7	4	5	6	22
Belmar	30	22	23	22	97
Brielle	47	71	66	56	240
Lake Como	7	13	16	10	46
Manasquan	77	59	76	59	271
Sea Girt	7	8	8	9	32
Spring Lake	12	11	17	21	61
Spring Lake Heights	34	34	30	25	123
Employee	1	0	0	0	1
Parent Paid	0	1	1	1	3
MD	1	0	0	0	1
ED	1	0	0	0	1
LLD	4	5	0	0	9
Sub-totals	228	228	242	209	907

Shared-time

<u>Town</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Totals</u>
Avon	0	0	0	0	0
Belmar	1	3	3	2	9
Brielle	0	0	4	5	9

Attendance,
Suspension,
Bus & Fire
Drill ReportsAttendance,
Suspension,
Bus & Fire
Drill ReportsAttendance,
Suspension,
Bus & Fire
Drill Reports[illegible]

Biased remarks									1		1
NUMBER OF INDIVIDUAL SUSPENSIONS											
	1	14	7	6	12	12	12	6	9	5	84
Saturday Detention	5	10	0	7	20	4	11	9	8	15	89
Smoking-Insight Program											
Students Suspended 1 Time	35										
Students Suspended 2 Times	10										
Students Suspended 3 Times	4										
Students Suspended 4 Times	3										
Students Suspended 5 Times	1										
TOTAL SUSPENSIONS TO DATE											
	84										
TOTAL INDIVIDUAL STUDENTS SUSPENDED TO DATE											
	53										

Attendance,
Suspension,
Bus & Fire
Drill Reports
(continued)

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
HIGH SCHOOL				
June 5	9:15 AM	8 minutes	Fire Drill	
June				
ELEMENTARY SCHOOL				
June 12	1:00 PM	6 minutes	Fire Drill	
June 17	1:00 PM			Security Drill
June 20	10:00 AM	6 minutes	Fire Drill	

- **HIB Report**
No HIB to report at this time

HIB Report

Mr. Bauer thanked Ms. LaPrete for her report and continued with the Board Committee Reports.

9. Board Committee Reports

Mrs. Walsh presented the Personnel Committee Report from a meeting held on July 24, 2013.

Mrs. Barnes presented the Policy Committee Report from a meeting held on July 24, 2013.

Mrs. DiPalma presented the Education, Curriculum and Technology Committee Report from a meeting held on July 24 2013.

Mr. Bauer introduced the new Athletic/Community Relations Committee that is chaired by Mr. Pellegrino.

Mr. Pellegrino presented the Athletic/Community Relations Committee Report from a meeting held on July 25, 2013.

Mr. Bauer reported that Mr. Shelton would be presenting the Buildings & Grounds Committee Report from a meeting held on July 25, 2013. Mr. Shelton elaborated on the security police notification system donated by the Monmouth County Sheriff's Office.

Mr. Shelton presented the Finance Committee Report from a meeting held on July 25, 2013.

Copies of the above committee meeting minutes are attached and will be included in the formal minutes.

Board
Committee
Reports

10. Presentations

- Donald Bramley, High School Assistant Principal – HIB Self-Assessment

Mr. Bauer introduced Mr. Coppola, High School Principal, who provided a report on the HIB Self-Assessment.

Mr. Bauer opened the floor to the public for comments on the agenda and read the following statement:

11. Public Comment on Agenda

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. During the public participation portions of this meeting, the Board will not respond to questions from the public involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

Kirt Wahl, 22 Taylor Avenue, Point Pleasant and President of the MEA, referred to #48 in the agenda and pointed out that this individual is being hired at a rate that is higher than the salary guide. He asked if her position will still be that of a confidential secretary and asked for clarity on how this rate of pay was determined. Ms. LaPrete commented that the position was no longer that of a confidential secretary and the salary does exceed the top of the guide but the salary is frozen. She said that she will look into history of past practice but also said that this is the first time she is hearing about this issue. Mr. Wahl referred to a past practice with a secretary that was brought back to the guide after leaving the board office. Mr. Wahl also questioned why the position was not posted. Mr. Wahl said that discussion with Mr. Mahon, Mr. Predale and the Board Attorney assured him that this position would have a salary off of the guide in September. He said this has caused a lot of dissention among the secretaries.

Heather Garrett- Muly, 28 Elizabeth Avenue, Manasquan, asked if committee reports were part of the agenda.

Dick Meinke, representing the Manasquan Taxpayers Association, asked if the teacher contract was settled because numbers given on a starting teacher seemed to reflect a 4% increase. Ms. LaPrete said the contract was settled with a 2% increase.

Heather Garrett-Muly, 28 Elizabeth Avenue, Manasquan, asked for an explanation of the RFP for custodians and grounds mentioned in Mr. Shelton's report. Mrs. Hom said it was to investigate soliciting proposals for privatization of custodial and grounds services.

There were no additional comments on the agenda. Mr. Bauer proceeded with the General Items on the agenda.

MANASQUAN

Mr. Bauer asked for a motion to approve Manasquan motions – Items #12 through #34. He asked for any discussion or questions.

Mrs. Verdi referred to Items #13 and #14 and asked if the requests for parent paid tuition placements were a result of Hurricane Sandy. Ms. LaPrete said these families were not displaced from the storm. Ms. LaPrete said that further discussion would take place on those families still displaced by the storm.

Presentations

HIB Self-
Assessment

Public
Comment on
Agenda

Manasquan
Motions

Mrs. Walsh asked if Ms. LaPrete checked the class sizes of the grades involved with the tuition students. Ms. LaPrete said that both she and Mrs. Graziano are closely reviewing the class sizes and at this time the numbers are where they need to be.

Manasquan
Motions

Mrs. Verdi also asked if all of the new appointments in #21 and #22 have cleared the criminal history. Ms. LaPrete explained the nature of the pending criminal history process with the state and the reason this statement is placed in the agenda. She said information came in on both of these individuals after tonight's agenda was completed and both have been cleared by the state. She pointed out that no one should be working in the district until clearance is received from the state, unless steps were taken for emergent relief, and it is the responsibility of the HR office to monitor this process.

Mrs. DiPalma confirmed that this was discussed in the personnel committee meeting.

Motions #12
through #34

*Motion was made by Mr. Campbell, seconded by Mrs. Walsh, and carried by roll call vote to approve Manasquan Motions – Items #12 through #34. (MEB)
Ayes (8), Nays (0)*

General Items

12. Recommend approval of the appointment of Maureen Kelly, as an independent contractor/psychologist at a rate of \$300.00 a day for 4 days a week for the months of September and October 2013, not to exceed 35 days.

Maureen Kelly
Psychologist

13. Recommend approval to accept 3 parent paid tuition students in Grade K, 2 and 5. (Parents expect to establish permanent residency in Manasquan in September.) Tuition will be prorated appropriately.

Parent Paid
Tuition
MES

14. Recommend approval to accept 1 parent paid tuition student in Grade 3. (Parents anticipate the completion of construction of their home in Manasquan by November.) Tuition will be prorated appropriately.

Parent Paid
Tuition
MES

15. Recommend approval and acceptance of FY 2014 NCLB Funds in the amount of \$122,144. (Title I \$90,638, Title IIA \$23,267 and Title III \$8,239)

FY2014 NCLB
Acceptance

16. Recommend approval of the **Manasquan School District Organizational Chart** until the next organization meeting of the Board of Education as per **Document A**.

Organizational
Chart – Doc. A

17. Recommend approval of **Rena LaPrete** as the **Custodian of Personnel Records** for the 2013-2014 SY.

Custodian of
Personnel
Records

18. Recommend approval of YCS Foundation, located in Hackensack – N.J., to provide home educational and behavioral supports for student #17272, ESY 2013 program (7/9-8/22/13 Tues/Wed/Thurs), not to exceed \$16,565.00

YCS Foundation
ESY 2013
Program

19. Recommend approval of YCS Foundation, located in Hackensack – N.J., to provide home educational and behavioral supports for student #17272, for the 2013-2014 SY, not to exceed an annual rate of \$140,732.00.

YCS Foundation
2013-14 SY
Program

Personnel

20. Recommend approval of the 2012-2013 and 2013-2014 negotiated Administrative Salaries as listed below:

<u>Administrators</u>	<u>2012-2013</u>	<u>Longevity</u>	<u>2013-2014</u>	<u>Longevity</u>
Graziano, Colleen	\$139,452.00	\$2,000.00	\$142,241.00	\$2,000.00
Kirk, Richard	\$124,756.00	\$2,000.00	\$127,251.00	\$2,000.00

21. Recommend approval of the appointment of Jillian McNamara, *TCH.MS.ENGL.08.03*, Middle School Language Arts Teacher, for the 2013-2014 SY at Step 2B – *final salary to be determined when contract negotiations are finalized. (Pending criminal history approval)*

22. Recommend approval of the appointment of John Menafr, *TCH.MS.SSTU.07.01*, Middle School Social Studies Teacher, for the 2013 – 2014 SY at Step1B - *final salary to be determined when contract negotiations are finalized. (Pending criminal history approval)*

23. Recommend approval of the following voluntary transfer for the 2013-2014 SY:

Lou Certo – from Middle School Social Studies to High School Social Studies

24. Recommend approval of the request for *TCH.ES.SPED.RR.16 (4215)*, to take a paid medical leave of absence beginning September 9, 2013 through October 15, 2013 and a Family Medical Leave of Absence beginning October 16, 2013 through December 13, 2013, returning December 16, 2013.

25. Recommend approval of the request for *TCH.ES.SPED.RR.23 (4549)*, to take a paid medical leave of absence beginning October 25, 2013 through November 27, 2013 and a Family Medical Leave of Absence beginning December 2, 2013 through February 18, 2014, returning February 19, 2014.

26. Recommend approval of the request for *TCH.MS.MATH.08.04 (4468)*, to take a paid medical leave of absence beginning October 29, 2013 through December 20, 2013 and a Family Medical Leave of Absence beginning January 2, 2014 through April 3, 2014, returning April 4, 2014.

27. Recommend approval of a Child Care Leave of Absence extension for *CST.ES.PSYC.FL.02 (4396)*, beginning September 3, 2013 through October 31, 2013, returning November 1, 2013. *(Previously approved to return September 3, 2013)*

28. Recommend approval for the following teachers to write curriculum at \$30.00 each per hour:

<u>Martin Januario</u>	French	25 hours
<u>Kimberly Craig</u>	Journalism	20 hours
<u>Kimberly Craig</u>	Creative Writing (Grade 4)	15 hours
<u>Carrie Eastmond</u>	Financial Literacy (Grade 5)	15 hours
<u>Oriana Kopec</u>	Research Skills/Study Skills (Grades 4 & 5)	20 hours
<u>Laura Wahl</u>	Public Speaking	25 hours
<u>Language Arts Literacy</u>		

Personnel

2012-13 &
2013-14
Administrative
SalariesJ. McNamara
M.S. Language
ArtsJ. Menafr
M.S. Social
Studies2013-14
Voluntary
Transfer
L. CertoMedical Leave
of AbsenceMedical Leave
of AbsenceMedical Leave
of AbsenceChild Care
Leave of
Absence
ExtensionCurriculum
Writing

<u>Kimberly Craig</u>	Grade 6	10 hours
<u>Andrea Trischitta</u>	Grade 7	10 hours
<u>Lisa Kukoda</u>	Grade 8	10 hours

29. Recommend approval of the following appointments for **summer positions at \$50.00 each per hour:**

(7:30 – 1:30 each day)

<u>Nancy Sanders</u>	School Counselor	7 days
<u>Erin Saponara</u>	School Counselor	3 days
<u>Christin Walsh</u>	Reading Specialist	5 days

30. Recommend approval of the following appointment for a **summer position at \$30.00 per hour:**

(7:30 – 1:30 each day)

<u>Oriana Kopec</u>	Media Specialist	2 days
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31. Recommend approval of the following teachers to attend **Orientation Programs for 2 ½ hours each on August 28, 2013 at \$50.00 each per hour:**

Mary VanWickle Elyse Boyes Sandra Hill Alyse Leybovich

32. **Professional Days**

No **conferences/workshops** to be approved at this time.

Student Action

Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team:

211761 Manasquan Grade 5 ESY & 2013-2014 SY (Medical)

33. **Field Trips**

No **field trips** to approve at this time.

Secretary's Report

34. Recommend **acceptance** of the following **Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)** as noted in A, B, C and D:

- A) Secretary's Financial & Investment Report as per **Document B**
- B) Elementary School Central Funds Report as per **Document C**
- C) Purchase Orders as per **Document D**
- D) Cafeteria Report as per **Document E**
- E) Bills and Confirmation of Bills (Current Expense)

- A) The Business Administrator/Board Secretary certifies that as of **June 30, 2013** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Be it Resolved; that the amount of district taxes, excluding debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,005,757.00** and that Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

Be It Resolved: Pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **June 30, 2013** 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

Recommend acceptance of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **June 30, 2013** per **Document B**. (The Treasurer of School Moneys Report for the month of **June 2013** is on file in the Business Office and is in balance with the Secretary's Report).

Secretary's
Financial &
Investment
Report
Document B

Pursuant to N.J.A.C. 6:20-2A.10(e), we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **June 30, 2013** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2012-2013 and 2013-2014 budgets** for **June and July** as recommended by the Superintendent of Schools, as per **Document B**.

Budget
Certification
Document B

B) Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **June 30, 2013** as per **Document C**.

E. S. Central
Funds Report
Document C

C) Purchase Orders for the month of **July 2013** be approved, as per **Document D**.

Purchase
Orders
Document D

D) Recommend acceptance of the **Cafeteria Report** for the month ending **June 30, 2013** as per **Document E**.

Cafeteria
Report
Document E

E) Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$1,008,758.61** for the month of **July 2013** be approved. Records of, checks (**#33025-#33101**) and distributions are on file in the Business Office.

Bills

F) Confirmation of Bills (Current Expense) for **June 2013** at **\$2,595,220.11** and checks (**#32783-#33024**).

Confirmation
of Bills

MANASQUAN/SENDING DISTRICTS

Mr. Bauer asked for a motion to approve Manasquan/Sending Districts motions – Items #35 through #66. He asked for any discussion or questions.

Manasquan/
Sending
District
Motions

Mrs. Walsh questioned #36 and asked for a time frame of the grant process. Mrs. Hom explained the details of the grant and how it applies to the door project.

Mrs. Hom addressed Mrs. Walsh's question on the recommendations that were not being addressed and said that aside from the doors there were changes to the entrance ways in the schools that would limit direct access to the buildings. Mrs. Hom said that she would ask Mr. Hopkins to provide new estimates on this additional work. Mrs. Walsh asked Mr. Bauer why only part of the project is being included in the grant application. He said that the district was only focusing on the doors. Mrs. Walsh said her concern is that the Board as a whole was not part of the discussion on this matter.

Mrs. Walsh questioned Item #42 which changes job descriptions to allow parents to coach their children. She stated for the record that she is vehemently opposed to this change. She said that policy was written not to allow parents to coach with an exception made last year based on the parent not coaching their child. She asked why the change in philosophy. Mr. Pellegrino pointed out that it is the volunteer coach versus the paid coach and parents were allowed to be paid coaches and this opens it to the volunteer

coaches He said that these positions are filled at the discretion of the athletic director, the administrators and the head coach.

Mrs. Verdi referred to last year's job description and point #4 that states that a coach cannot be a parent or guardian of team member.

Mr. Bauer commented that it is a great disservice to the student athletes not to take advantage of the expertise some of the parents have as past athletes and coaches.

Mrs. Walsh commented that given the prior discussion this evening she would suggest that Item #48 be Tabled.

Mr. Bauer confirmed that Item #48 would be tabled on Mrs. Walsh's recommendation.

Mr. Furey referred to #42 and asked if this was a policy change and how the policy reflects the job description. Mr. Pellegrino clarified that the job description had been changed but the policy was never changed to reflect parents not being allowed to volunteer coach and now the job description would match the policy.

Mr. Bauer asked for a motion to approve Items #35 and #36.

Motion was made by Mr. Shelton, seconded by Mrs. Campbell, and carried by roll call vote to approve Items #35 and #36. (MEB/SDR)

Item #35 – Ayes (11), Nays (0)

Item #36 – Ayes (9), Nays (0), Abstain (2) – Mrs. Verdi and Mrs. Walsh

Mrs. Verdi and Mrs. Walsh both agreed that the full project should be included in this grant application.

General Items

- 35. Recommend** acceptance of a donation from the Monmouth County Sheriff's Office of a Wave Plus Emergency Communication System and Installation to include: 1 Wave Plus 100 Zone Control Panel (902-50), 1 Additional Radio Interface (902-DR), 6 Dual Button Pendant Type Panic Alarms w/Lanyards (1002), 1 Programming for E-Mail and Text Message Notification, and 1 Battery Back Up (36 Hours for Radio Transmission. This package is valued at \$11,081.89.

- 36. Recommend** approval that the District's architects, Fraytak, Veisz, Hopkins, Duthie P.C. be authorized to submit applications for a Regularly Operating District (ROD) Grant for the above High School Door and Security Project, Project Plan #2930-050-13-2001 to the NJ Department of Education for approval on the District's behalf.

Mr. Bauer asked for a motion to approve Item #37.

Prior to a motion Mrs. Verdi asked for clarity on the motion that changes the meetings to Thursdays. She asked for status of the appointment process of a new board attorney and asked if the new attorney is available for Tuesday meetings will the meeting schedule be returned to Tuesdays.

Mr. Bauer said the meeting date can always be changed and since Mr. Gross just started no action has been taken to appoint another attorney.

Prior to the vote on Item #37 Mr. Pellegrino commented that he would like to be put on record that if he was told on June 25th when the new attorney was approved that meetings would be moved to Thursdays to accommodate Mr. Gross he would have not voted in favor because he committed to three years of Tuesday meetings and has a work conflict with Thursday evenings.

Manasquan/
Sending
District
Motions
(continued)

Items #35 and
#36

Wave Plus
Emergency
Comm. System

Submission of
ROD Grant by
FVHD
H.S. Door &
Security Project

Motion was made by Mr. Shelton, seconded by Mr. Clayton, and carried by roll call vote in favor to approve Item #37. (MEB/SDR)

Ayes (8), Nays (3) – Mr. Pellegrino, Mrs. Verdi and Mrs. Walsh

- 37. Recommend** approval of the following Revised Meeting Schedule of the Manasquan Board of Education. All meetings will take place at 7:00 P.M. in the Manasquan High School Auditorium unless otherwise noted.

August 22, 2013, September 19, 2013, October 17, 2013, November 14, 2013, December 19, 2013

Mr. Bauer asked for a motion to approve Items #38 through #41.

Motion was made by Mrs. Walsh, seconded by Mr. Campbell, and carried by roll call vote to approve Items #38 through #41. (MEB/SDR)

Ayes (11), Nays (0)

- 38. Recommend** approval for Educational Data Services, Inc., to provide Cooperative Skilled Trades, Compliance Services and Ancillary bids for the 2013-2014 school year, at the yearly rate of \$1,990.00.

- 39. Recommend** approval of the Resolution authorizing The Rugby School at Woodfield to provide free school lunches to its students as per Document 1.

- 40. Recommend** approval of the appointment of Joanne S. Madden, as the Treasurer of School Monies for the 2013-2014 school year, at an annual rate of \$4,500.00.

- 41. Recommend** acceptance of bids and award of contracts in accordance with specifications in the bid of July 17, 2013 for 2013-2014 Athletic and Co-Curricular Transportation to Briggs Transportation, 508 Washington Avenue, Point Pleasant Beach, NJ, in the amount of \$22,200.00 (for Vans only) and to First Student, 3rd Avenue & Highway 35, Neptune City, NJ, in the amount of \$111,020.00 (for Buses only). No additional contractors submitted bids.

Mr. Bauer asked for a motion to approve Items #42 through #47.

Prior to the vote Mrs. DiPalma referred to Item #43 and asked what sports were involved in the cooperative agreement with Point Pleasant Beach. Mrs. Hom replied that it involved hockey, swimming, gymnastics and bowling.

Motion was made by Mr. Shelton, seconded by Mrs. DiPalma, and carried by roll call vote to approve Items #42 through #47. (MEB/SDR)

#42 - Ayes (8), Nays (3) Mr. Furey, Mrs. Verdi and Mrs. Walsh

#43, #44, #46, #47 - Ayes (11), Nays (0)

#45 - Ayes (10), Nays (0), Abstain (1) Mrs. Verdi

- 42. Recommend** approval of the following Job Descriptions as per Documents 2A, 2B, 2C:

- Head Coach - (2A)
- Assistant Coach - (2B)
- Volunteer Assistant Coach - (2C)

Item #37

Revised
Meeting
Schedule

Items #38
through #41

Ed Data
Services
2013-2014

Rugby School
Resolution
Document 1

J. Madden –
Treasurer of
School Monies

Award of
Contracts
2013-14
Athletic & Co-
Curricular
Transportation

Items #42
through #47

Job
Descriptions
Documents 2A,
2B & 2C

43. **Recommend** approval of the shared services agreement between the Manasquan Board of Education and the Point Pleasant Beach Board of Education for a cooperative sports program for the 2013 – 2014 school year in the amount of \$17,000.00.
44. **Recommend** approval of Amy Dougherty, from Augmentative Communication Consulting, LLC, to conduct 6 training sessions at a rate of \$100.00 per hour, maximum of 6 hours over the summer for student #181394 not to exceed \$600.00
45. **Recommend** approval of Dr.Frio, Psychologist, to conduct a mental status assessment for student #161503, not to exceed \$600.00.

2013-2014
Co-op Sports
Program – Pt.
Pleasant Beach

Amy Dougherty
Augmentative
Comm.
Consulting LLC

Dr. Frio,
Psychologist

Personnel

46. **Recommend** approval of the 2012-2013 and 2013-2014 negotiated Administrative Salaries as listed below:

2013-2014
Administrative
Salaries

<u>Administrators</u>	<u>2012-2013</u>	<u>Longevity</u>	<u>2013-2014</u>	<u>Longevity</u>
Bigley, Bernie	\$93,718.00		\$95,592.00	
Bramley, Donald	\$122,134.00		\$124,576.00	
Cahill, Peter	\$118,470.00	\$2,000.00	\$120,839.00	\$2,000.00
Coppola, Richard	\$147,566.00		\$150,518.00	
Kerensky, Barbara	\$99,493.00		\$108,537.00	\$1,000.00
Kornegay, Ronald	\$143,170.00		\$146,034.00	
McCarthy, Sean	\$111,616.00	\$1,000.00	\$113,848.00	\$1,000.00
Murin, Craig	\$90,242.00		\$98,446.00	
Place, Jesse	\$86,843.00		\$96,843.00	
Polak, Margaret	\$124,863.00	\$1,000.00	\$127,361.00	\$1,000.00

47. **Recommend** approval of the 2013-2014 Confidential Secretaries salaries as listed below:

2013-2014
Confidential
Secretaries
Salaries

<u>Confidential Secretaries</u>	<u>2013-2014</u>	<u>Longevity</u>
Attilio, Maria	\$49,271.00	\$500.00
Freeman, Sandi	\$53,764.00	\$500.00
Gallo, Lisa	\$41,738.00 (pro-rated)	
Jost, Cindy	\$41,738.00	
Mahon, Andrea	\$45,890.00	
Read, Kim	\$65,557.00	\$1,000.00
Schanen, Deb	\$52,993.00 (pro-rated for July and August)	

Mr. Bauer pointed out that **Item #48** would be **Tabled**.

48. **Recommend** approval of **Debra Schanen** as the **High School Guidance Secretary** for the 2013-2014 school year beginning September 1, 2013 at an annual salary of \$51,801.72 (pro-rated for 10 months, September through June) frozen.

H.S. Guidance
Secretary
TABLED

Mr. Bauer asked for a motion to approve Items #49 through #66.

Items #49
through #66

Motion was made by Mrs. Verdi, seconded by Mr. Campbell, and carried by roll call vote to approve Items #49 through #66. (MEB/SDR)

Ayes (11), Nays (0)

Mrs. Verdi said her vote was with much regret for Mrs. Tellone's resignations on Item #53. She asked what was being done with the UMDNJ courses that she was closely tied to. Ms. LaPrete said that she and the high school administration are looking at the master schedule with the Dean of Students and should have an answer on August 15th. She said that she hopes to find someone to run this very important program.

49. Recommend approval of the 2013-2014 Non-Unit Employee salaries:

2013-2014
Non-Unit
Employee
Salaries

<u>Non-Unit</u>	<u>2013-2014</u>	<u>Longevity</u>
DeForge, Kevin	\$45,100.00	
Egan, James	\$64,463.00	
Schnebel, Cory	\$45,100.00	
Scott, Frank	\$93,517.00	

50. Recommend approval of the appointment of Marisa Marco, TCH.HS.ENGL.FL.06, High School English Teacher, for the 2013 – 2014 SY at Step 1B - final salary to be determined when contract negotiations are finalized. (Pending criminal history approval)

M. Marco
H.S. English

51. Recommend approval of the appointment of Amy Edwards, TCH.HS.LIBR.FL.01, High School Media Specialist, for the 2013 – 2014 SY at Step 1M - final salary to be determined when contract negotiations are finalized. (Pending criminal history approval)

A. Edwards
H.S. Media
Specialist

52. Recommend approval of the following voluntary transfer for the 2013-2014 SY:

Voluntary
Transfer
O. Kopec

Oriana Kopec – from High School Media Specialist to Elementary School Media Specialist

53. Recommend approval to accept the resignation of Susan Tellone McCoy, NRS.HS.NURS.FL.03, School Nurse/Teacher, effective September 14, 2013 (or sooner).

S. Tellone-
McCoy
Resignation

54. Recommend approval to accept the resignation of Timothy Marden, TCH.HS.BUSN.FL.02, High School Business Teacher, effective September 9, 2013 (or sooner).

T. Marden
Resignation

55. Recommend approval for the following teachers to write curriculum at \$30.00 each per hour:

Curriculum
Writing

<u>Carol Kooklin</u>	Introduction to Spanish	25 hours
<u>Toni Capodanno</u>	ESL	30 hours
<u>Kristen Radzinsky</u>	Spanish II	5 hours
<u>Lauren Pappa</u>	Spanish II	5 hours
<u>Jamie Mawn</u>	AP Composition	25 hours
<u>Maria Eldridge</u>	AP Spanish	25 hours
<u>Barbara Buckley</u>	AP Chemistry	25 hours
<u>Justin Roach</u>	English III New Unit	15 hours

56. Recommend approval of Brett Lomas as the **Webmaster** for the **2013 – 2014 SY** at a stipend of \$2,700.00.

B. Lomas
Webmaster

57. Recommend approval of Virginia Vodola as the **District Caller of Substitutes** for the **2013-2014 SY** at a stipend of \$30.00/day.

V. Vodola
District Caller
of Substitutes

58. Recommend approval to rescind the appointment of the following substitute for the **2013-2014 SY** effective immediately:
Jeff Norris - Custodian

J. Norris
Rescind of
Appointment

59. Recommend approval of the following substitute for the 2013-2014 SY:
Megan Doherty - Teacher

M. Doherty
Substitute

Athletics

60. Recommend approval of the following coaches for the **2013-2014 SY**: *final salary to be determined when contract negotiations are finalized.*

2013-2014
Coaches

Morgan Dunnells - Assistant Field Hockey Coach – Step 1 - \$3,300.00

Robert Shafer - Assistant Boys' Soccer Coach – Step 4 - \$3,200.00

(pending criminal history approval)

Megan Doherty - Gymnastics Coach - \$4,150.00

(pending substitute certification)

61. Recommend approval of the following non-paid volunteer coaches for the **2013-2014 SY**:

2013-2014
Non-Paid
Volunteer
Coaches

James Freda Weight Room

Tom Glenn Weight Room

Matthew Voskian Softball

Sean Walsh Winter Track, Swimming

David Bryant Ice Hockey

Tim Burke Boys Basketball

Tom McGill Boys Soccer

Eric Howland, William Bertscha, Football

Jay Price, Sr., Alex Vasilenko,

Matthew Voskian, Greg Gavan, Donald Klein

62. **Professional Days**

Professional
Days

Recommend approval of the **attendance** of staff members at conferences/workshops indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
October 3 & 4, 2013	Carolyn Treney	New Brunswick	Art Educators Conference	Yes	\$125 registration \$22 mileage
October 16, 2013	Cheryl Bontales	Somerset	Annual School Health Workshop	Yes	\$225 registration \$17.50 mileage
October 24 & 25, 2013	Craig Murin	East Windsor	AMTNJ Conference	Yes	\$225 registration \$36 mileage

Student Action

63. Field Trips

Recommend approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
September 21, 2013	Alan Abraham	Marching Band	West Point, NY	To perform at West Point Band Day	No	\$2,550 transportation	

Field Trips

64. Placement of Students on Home Instruction

No placements at this time.

Home Instruction

65. Placement of Students Out of District

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#161789	July & August 2013	Brick High School	\$5,077.17 (includes aide)

Out of District Placements

Financials

66. Recommend acceptance of the following High School Central Funds Report for the month ending June 30, 2013 as per Document 3.

H.S. Central Funds Report Document 3

67. Old Business/New Business

Old Business / New Business

Mr. Bauer asked if there were any items under Old or New Business.

Mrs. Walsh asked for an update on the Warrior Athletic Complex since she only gets her information from The Patch and The Coast Star.

Mr. Bauer said that the Warrior Athletic Complex is proceeding as planned and there have not been any meetings since the last meeting. Mrs. Walsh referred to a letter she received in her packet that referred to a meeting held with Mr. Passiment from the county and asked that he fill the Board in on this meeting.

Mr. Bauer said he did not meet with Mr. Passiment. Ms. LaPrete referred to letters she forwarded to the Board. Mr. Gross provided details of the letter he sent to the Board confirming the meeting with Mr. Passiment and their conversation relating to the status of the field project. Mr. Gross provided the necessary steps and appropriate filings to the state that the Board is required to take in order to be in compliance. Mrs. Walsh asked if the details on the financing plan would be shared with the Board before it is submitted to the state. Mr. Gross replied in the affirmative.

Mrs. Walsh referred to past practice relating to the Board's approval of the start date for athletic practices and asked if this is no longer a requirement since this is not on tonight's agenda. Mr. Bauer pointed out that NJSIAA mandates August 15th as the start date. She asked that a motion be included in the agenda formally approving this start date. It was noted that this was approved at the June 25, 2013 meeting.

Mrs. Walsh also referred to Mr. Pellegrino's report of the use of the fields by outside organizations and asked if this is something that needs to be approved by the Board. Mrs. Hom said that facilities use had been placed on the agenda in the past but this practice was stopped because often times the dates requested were prior to the meetings. She said that insurance certificates are required prior to use for all facilities by outside organizations along with discussion of the requested use with the school administrators.

Mrs. Walsh asked if the Board was paying for all students taking the AP test and the amount of the cost. Ms. LaPrete said the Board was paying for 229 students for the 2013-2014 school year at an approximate

cost of \$18,000. Ms. LaPrete said that this amount is in the budget and does not need separate approval by the Board.

Mrs. Verdi asked for clarification of when the Board put in for the extension of the field project. Mr. Bauer said that it was found out that an extension is not permissible under this approval. She asked the method used in finding out this information. Mr. Bauer said the civil engineer inquired this from the state and verbally shared this information with him. Mrs. Verdi asked if anything came in written form and Mr. Bauer replied that they were satisfied with the answer.

Mr. Eareckson, the civil engineer on the project, provided details on the type of permit and the regulations and said that after speaking with his sources at the DEP he was told that the flood hazard permits are not permitted to be extended under the legislation for flood hazard rules. He pointed out that flood hazard permits are not extended unless you have already started construction.

Mrs. Verdi said that her frustration is that she is not given a visual of what is taking place. She also asked about the birds and endangered species in the area. Mr. Eareckson said that when an application is submitted the potential endangerment to wildlife is looked into by the DEP and the federal agencies and it was verified that they were not endangered by this permit. He said the permit would not have been issued if it was not appropriate.

Mrs. Verdi asked for clarity on the committee changes and the reasons for these changes. She asked why she was put on a committee that she had resigned from and asked what prompted these changes. Mr. Bauer said that his role as president is to assign the roster of the committees. He said a new committee was added in addition to a new board member and he assigned the rosters to best accommodate the needs of the Board.

Mrs. Verdi also commented on the security of the Board's e-mails and asked how a Board e-mail was forwarded to someone at Melillo and Bauer. She expressed concern with the security of the Board's e-mails. Mr. Bauer explained that he sent this e-mail to one of his partners by accident. She expressed concern with Board e-mails being forwarded by certain Board Members to squanboe@gmail.com. She also referred to a Board Member taking snapshots of a Manasquan High School student from their social network pages and making reference to a staff member and sending this to other Board Members.

Mr. Gross said that without question there is a serious problem with the confidentiality of things that are provided to Board Members involving material from his office to Board Members and the Superintendent and he was planning on discussing this in closed session.

Mrs. Verdi said that based on her concerns and her right as an elected official she has turned everything over to the ethics commission and has filed a complaint against Mr. Bauer.

Mrs. DiPalma said that she was happy with the new committee structure.

Mr. Bauer complimented the new committee structure and the program put in place by Ms. LaPrete.

Mrs. DiPalma also commented on Item #42 and an issue she had with parents coaching and after discussion with Mr. Kornegay, Mr. Coppola and Ms. LaPrete, it was decided that this line items needed to be taken out of the job description.

Mr. Bauer opened the Public Forum.

68. Public Forum

Public Forum

Karl Straub, 27 Willow Way, Manasquan, commented that he and some neighbors share a property line and he is very encouraged with the new committee dealing with community relations. He commented that

these neighbors have not received much communication officially or unofficially throughout the entire 9-year saga of the proposals for this complex. He said that he is hopeful that Mr. Pellegrino can coordinate a walk-through and invite the people adjacent to the wall and the school property to learn more about the project. Mr. Pellegrino said he would set something up to eliminate the confusion. Mr. Bauer said that the civil engineer would be invited to participate in the walk as a good source of information.

Heather Garrett-Muly, 28 Elizabeth Avenue, Manasquan, asked if there were plans for the retaining wall. Mr. Bauer said there was a draft of the plans but not complete for construction. Mrs. Garrett-Muly asked if there was a full wetlands delineation. Mr. Eareckson addressed her questions. She asked that since the storm, has the DEP been approached regarding an extension. Mr. Eareckson explained that Sandy was a tidal event and this is a flood hazard permits and pertain to rainfall. Mr. Eareckson addressed her question on light placement and said there are no lights on the 2009 plans. Mrs. Garrett-Muly asked if there were any updated plans. Mr. Eareckson said that he only has draft plans at this time.

Dick Meinke, 36 N. McClellan, Manasquan, representing the Manasquan Taxpayer Association, commented that he feels that the Board is moving too fast on the complex because the permit does not expire until December 2014. He said that the construction schedule would allow starting next year. He said that his concern is that the people in Manasquan have the understanding from articles in the newspaper that this plan is going to be completed for \$2.5 million dollars and he does not believe that what is proposed can be done for that amount of money. He asked where those estimates are coming from particularly since back in 2006 the estimate for less work was \$5 million.

Mr. Bauer said that he believed the \$5 million estimate was for more and he clarified that there are no pavers in the \$2.5 million number. He referred to comments that this project is grandiose and said that it is not that elaborate a project and is very basic and minimal and very much needed. He said that it is most appropriate to complete this project on time and get started soon.

Mr. Meinke asked for an explanation on how the \$2.5 million figure comes into play when in 2006 it was \$5 million.

Mr. Shelton explained the more considerable details in the 2006 plan as compared to those of the current \$2.5 million plan. He also explained that working with the engineer the costs were established in the estimate. He said if once the bids come in and they are higher than anticipated the Board would come back to the table to discuss the project.

Mr. Meinke asked if the costs come in significantly higher than anticipated will the Board still proceed with the project. Mr. Shelton said that the Board approved certain phases of the project up to \$2.5 million. Mr. Meinke said that what the Board should consider if they need to readdress the project because the price is higher than anticipated is putting this out to public referendum and let the people of Manasquan decide on it. Mr. Meinke also referred to comments made that all the sending districts would assist in paying for the project. He asked if the sending district representatives sitting on the Board could assure him that they would be contributing to the principal cost.

Mrs. Barnes said that this is being discussed now and would be a part of the 2014-15 budget and that budget process has not been started at this time. She said that the priority right now is opening the school in September.

Ms. LaPrete said that a meeting was held with representatives of all the sending districts and thought it would be in the best interest to meet monthly. She said that more information will be available once a meeting schedule is established and she meets again with these individuals. Ms. LaPrete also commented on the misinformation that is out there and finds this frustrating and hopes these meetings will help with transparency.

Mrs. Walsh commented that in the past the sending districts have been approached to consider this and every one of them responded no. She said that the Borough of Manasquan even went to the Borough of Brielle in attempt to do a cooperative venture for baseball and that was also denied by Brielle.

Mr. Meinke said that Manasquan is going to be paying for everything because you cannot expect the sending districts to agree to contribute to the principal cost and you are not giving the people of Manasquan the opportunity to vote on this in a referendum. He summarized his comments by saying that the cost of this project is going to be more than \$2.5 million and the sending districts are not going to contribute to the principal.

Mr. Meinke provided information on Manasquan Taxpayers Association as requested by Mrs. DiPalma.

Michelle LaSala, 44 Parker Avenue, questions when the budget has been approved how you can go back and open it up and add a line item in. She also asked where the Board stands on the permanent superintendent search. Mrs. Hom provided details on the budget question that was also addressed in Mr. Shelton's finance committee report. Mrs. LaSala clarified that she was asking how something was added that was not initially there and how could this be done without the Board being notified and getting their approval. Mrs. LaSala again asked how the Board could open an approved budget and not tell the public what is being done with their money in addition to not approving moving the money.

Mr. Bauer address Mrs. LaSala's request for an update on the Superintendent Search and said that the Board has not continued with the search since hiring Ms. LaPrete. He said that it was plan to restart the process sometime in the future.

Mrs. LaSala asked if there was any formal written attempt to the DEP by the engineer on the Manasquan Board of Education's behalf to get an extension in light of the storm. Mr. Bauer said there was no formal letter written requesting an extension.

Marilyn Jacobson, 59 McLean Avenue, Manasquan, asked if it would be the responsibility of the Manasquan taxpayers to fund the \$2.5 million. Mr. Shelton addressed her question and said that as it stands it is divided out in the budget across Manasquan as well as the sending districts. He said that he did not believe the cost would solely be funded by Manasquan. Ms. Jacobson said that her problem with this is that there has not been any buy in from the sending districts and the taxpayers of Manasquan will be paying for the whole field through their tax base. She feels that the Board should have a firm buy in from the sending districts prior to proceeding with the project.

Cara Schreck, No. Main Street, Manasquan, understands the DEP permit process since she was a wetlands specialist but she thinks the Board really should go through the motion of applying for an extension because the taxpayers deserve to hear that the state has said no. She said that she also agrees with the town referendum because she agrees with having choices. She asked if there is a reason why the bleacher could be removed after football season. Mr. Bauer said this was necessary to build the wall. She pointed out that waiting until December would not affect the building process and waiting would be more cost effective than having to rent bleachers.

Karl Straub, 27 Willow Way, Manasquan, commented that the storm water flooding from Irene and Sandy was not really that bad however, June 7th and June 11th experienced torrential rains and the flooding was about 90' from the stream into his and neighboring backyards and cellars including the Board of Education building and parking lot.

Heather Garrett-Muly, 28 Elizabeth Avenue, Manasquan, referred to the presentation on the budget that was voted on and approved that specifically had the \$2.5 million field project removed from budget. She questioned how this can now be added back in the budget without going back to the Board and voting on it and bringing it back to the public. She said that she believes a school should be run by the administrators and the board being there to oversee and that the Board should not dictate to the Superintendent and

administration as to where the money should go. She has great concern that certain individuals on the Board have their personal agendas to spite some and to dictate where the money is going. She also questioned anticipating the sending districts' financial support before they were actually approached. She questioned Mrs. Barnes' statement about continuously updating her Board considering the public has not been updated throughout the year at that much.

Mrs. Garrett-Muly also commented on a statement made by Mr. Mahon that the entire unedited superintendent search report would be presented to the public. She alluded to Ms. LaPrete's disagreement with having to black out all of the negatives to the district. She asked who is overseeing this decision.

Ms. LaPrete said that she has met with the administrators and they know what she knows about the field. Regarding the superintendent search, Ms. LaPrete said that she is not to be involved in her replacement process. She said that she stands by the comment in the newspaper and she did not believe the negatives were detrimental.

Mrs. Garrett-Muly said that she sings the praises of the teachers and administration of the district and we are lucky as parents.

Ms. LaPrete said that she wants to be open and honest with people and stop the rumors and gossip.

Mr. Shelton commented that the project was not removed from the budget and he explained the Long Range Facility Plan and the \$3 million figure that encompasses renovations and improvements for the sports facilities. He said what was removed from the budget was a revenue line item from anticipated donations from the endowment fund that never occurred. Mr. Shelton said that the renovations to the elementary school field is anticipated in the \$2.5 million based on initial numbers from various vendors and the engineering estimates. He also said that the track would be a complete track.

Mr. Bauer closed the public forum seeing no additional questions or comments from the public.

Mr. Bauer read the Sunshine Law Resolution.

69. Sunshine Law Resolutions

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

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

1. ☐ Matters rendered expressly confidential by state or federal law or a rule of court.
2. ☐ Matters in which the release of information would impair a right to receive funds from the United States Government
3. ☒ Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy unless the affected individual or his or her parent or guardian shall request in writing that the matter be disclosed at a public meeting.
4. ☐ Pending or anticipated negotiations concerning a collective bargaining agreement with the MEA Association.
5. ☐ Any matter involving the purchase of real property with public funds, the setting of banking rates or investment of public funds.

6. ____ Any tactics and techniques utilized in protecting the safety and property of the public or any investigations of violations or possible violations of law.
7. X Any pending or anticipated litigation or contract negotiations other than collective Bargaining contract negotiations in which the Board of Education is or may become a party or any matter falling within the attorney-client privilege to the extent confidentiality is required in order for the attorney to exercise his or her ethical duties as an attorney.
8. ____ Any matter involving the employment, appointment, termination of employment and the conditions of employment, evaluation or disciplining of any specific employee, unless the individual employee requests in writing that the matter be discussed at a public meeting.
9. ____ Any deliberations that may result in the imposition of a civil penalty or suspension.
10. ____ Any appointment of a public official.

NOW, THEREFORE, BE IT RESOLVED, the Manasquan Board of Education will hold a closed executive session immediately. It is anticipated that the closed session will not last longer than 60 minutes and the Board of Education will not be returning to public session after the closed session.

Mr. Bauer asked for a motion to enter into Closed Session.

Motion was made by Mr. Shelton, seconded by Mr. Pellegrino, and carried by voice vote to enter into closed session.

Ayes (11), Nays (0)

Mrs. Verdi asked that the record show that she left the meeting at this time.

Motion to
Enter into
Closed Session

70. Adjournment

Motion to Adjourn

Respectfully submitted,

*Margaret M. Hom
Business Administrator/Board Secretary*

PERSONNEL COMMITTEE MEETING
JULY 24, 2013
5:00 P.M.

Minutes

Attendance: Pat Walsh (Chairperson), Julia Barnes, Ken Clayton, Linda DiPalma,
Renae LaPrete, Peg Hom, Rick Coppola, Colleen Graziano

NOTE: Please contact Renae LaPrete with any questions you may have regarding these minutes.

New Business

1. Recommendations for August 1, 2013 board approval.

All items on the Personnel Agenda were discussed and recommended for board approval.

2. The Personnel committee recommended the following teaching positions:

- Middle School Language Arts
- High School English
- High School Media Specialist
- Middle School Social Studies

Mrs. Graziano and Mr. Coppola discussed the candidates' resumes/strengths. Miss LaPrete met with all candidates as well.

3. The Personnel Committee recommended the following transfers:

- Lou Certo to the High School – Social Studies
- Oriana Kopec to the Elementary School – Media Specialist

4. The Personnel Committee recommended the following leaves of absence:

- Kindle Kuriscak
- Jennifer Sponzo Dyer
- Jestine Jones
- Teresa Savage – extension

5. The Personnel Committee recommended the following resignations:

- School Nurse / Teacher – Susan Tellone
- Business Teacher – Tim Marden

NOTE: Mr Coppola will be reviewing the master schedule with his staff. Mrs. Tellone taught the “Dynamics” class in addition to counseling our students. Due to certification of existing staff/block scheduling, we are not sure if the program with UMDNJ can continue for September. We will have an update at our next Personnel Committee meeting on August 14th.

Tim Marden's position – The high school administration will be meeting with Miss LaPrete regarding the posting of the position. Update on August 14th.

6. Summer Curriculum/Positions

The Personnel Committee recommends that the staff be approved to write curriculum. List of curricula and staff on board agenda

7. Kindergarten / New Student Orientation Program

The Personnel Committee recommends the following staff to attend Kindergarten Orientation on August 28, 2013 for 2 ½ hours each at \$50.00/hour:

Mary VanWickle

Elyse Boyes

Sandra Hill

Alyse Leybovich

8. Webmaster

The Personnel Committee recommends Brett Lomas as the 2013-2014 Webmaster

9. District Caller of Substitutes

The Personnel Committee recommends Virginia Vodola as the 2013-2014 District Substitute Caller

10. School Safety Officer

Miss LaPrete, Mr. Coppola & Mrs. Graziano are reviewing the resumes for the School Safety Officer. We hope to have a recommendation to the Personnel Committee for August 14th.

11. Rescind Substitute Custodian Appointment

We received information from the State that Jeff Norris be removed from our substitute custodian list.

12. Elementary School Nurse Request

Mrs. Graziano requested that a nurse be approved for 2 days, 4 hours per day @ \$30.00/hour at the Elementary School (days to be worked in August).

(Responsibilities include: Kindergarten registration, Middle School athletic physicals from students' doctors be reviewed and placed in computer for Athletic Director/Coaches, input vaccination information)

We will need to post for this position – candidate will be recommended at the August 14th committee meeting.

13. Other

Mrs. Graziano recommended that Oriana Kopec be approved for 2 days, 4 hours per day @ \$30.00/hour to transition from the High School Media Specialist to the Elementary School Media Specialist.

NOTE: Items 12 and 13 will be moved to the Finance Committee on July 25, 2013.

POLICY COMMITTEE MEETING

JULY 24, 2013

6:00 P.M.

Minutes

Attendance: Julia Barnes (Chairperson), Tom Pellegrino, Renae LaPrete, Peg Hom, Rick Coppola, Colleen Graziano, Don Bramley, Pete Cahill

NOTE: Any questions concerning minutes, please contact Renae.

1. New Business

Bring Your Own Device (BYOD)

The committee discussed reviewing the BYOD Strauss Esmay Policy. Jesse Place discussed this topic in the Education, Curriculum & Technology Committee meeting and stated that a committee of teachers and administrators will meet in the Fall to discuss which type of device we want to recommend. We will have an update at the next Policy Committee Meeting on August 14th.

2. Student Discipline Policy / Procedures / Students in Good Standing

The high school administration explained their position concerning the procedures for Random Student Drug Testing. Miss LaPrete will follow up on the following:

- How the dates for testing are selected
- Role of Sportsafe – company that board contracts with for urine testing – who is the school contact
- Role of High School administration (if any)

3. Volunteer Coaching Job Description

The current volunteer job description was discussed. If a parent wants to be a volunteer and their child is on the team, then the parent is not allowed to coach.

The committee recommended that the job description be revised to allow parents the opportunity to be volunteers even if their child is on the team. We will place this on the August 1st agenda.

After reviewing the policy, which was approved January 2012, it does not state that a parent cannot volunteer coach. The change will be reflected in the Job Description under the heading “Qualifications”:

Qualification #4 – Cannot be parent/guardian of athletes on team

4. Other

Draft Evaluation Policies & Regulations
TEACH NJ & ACHIEVE NJ

Miss LaPrete received a “Draft” of Policy / Regulation changes from Strauss Esmay for:

- Evaluation of Superintendent – Revised
- Evaluation of Teaching Staff Members – Revised
- Evaluation of Principal, Vice Principal, Assistant Principal – NEW

We will update the committee at the next committee meeting on August 14th. Should we move forward with revisions, committee members will receive a copy of changes prior to the committee meeting.

EDUCATION, CURRICULUM & TECHNOLOGY COMMITTEE MEETING

JULY 24, 2013

7:00 P.M.

Minutes

Attendance: Linda DiPalma (Chairperson), Renae LaPrete, Peg Hom, Rick Coppola, Colleen Graziano, Don Bramley, Pete Cahill, Barbara Kerensky, Jesse Place, Margaret Polak

NOTE: Any questions concerning minutes, please contact Renae.

1. New Business

- **Harrassment, Intimidation, Bullying (HIB) School Self-Assessment Report**
Mr. Bramley explained that the report is new to all school districts. A committee was formed to assess our HIB procedures and our district was self-graded by the committee. A copy of the report is included. Board approval is needed prior to August 15th. We will place this on the August 1st agenda. A member of the committee will be in attendance to present this report.
 - **My College Options**
Miss LaPrete received a letter from My College Options. It states that our district participated in this post-secondary planning program, yet no one remembers how My College Options retrieved our high school information. The administration never received any information. Miss LaPrete has a call into My College Options. Although it appears to be good information, the percentages are inaccurate (report attached). Once we find out the details we would like to participate at no cost.
 - **Bring Your Own Device (BYOD)**
We briefly discussed this topic in Policy. Jesse Place shared with the board committee that a team of administrators and staff will meet in early Fall to discuss which type of device is best for our students. The committee will visit other school districts. The question to be answered is how are we going to use this device for educational purposes? The plan is to be implemented in Spring 2014.
- FYI**
- Freshman Orientation – August 22
New Teacher Orientation – August 26, 27, 28
 - **New Observation Tool – Update**
Barbara Kerensky gave an update regarding the New Teacher Evaluation Initiative. Included is a handout of dates/deadlines for our districts compliance.
 - **HSPA/NJASK Results**
We discussed ways to increase our Partially Proficient scores to Proficient and Proficient to Advanced Proficient.
- NJASK – Elementary School**
We have had discussions to use Title I money for after school remedial programs in the 2013-2014 school year. Results are attached.
- HSPA – High School**

Currently, students who scored Partially Proficient on the HSPA test and have a study hall are mandated to attend a remediation class from September 9th to September 30, 2013. In February 2014, our teachers will identify students who may do poorly on the Spring HSPA test. We will remediate these students as well.

- **Students of the Month Recognition – High School and Elementary School**

We would like to recognize the high school students of the month at each board meeting for grades 9, 10, 11, 12 beginning in October, recognizing September Students of the Month.

At the elementary school we do not have Student of the Month, however, Mrs. Graziano will form a committee with criteria in September. We will recognize the October elementary school Students of the Month beginning in November.

Central Office will design the certificates and invite all students and their parents.

- **AP Tests - Reimbursement**

Mr. Coppola recommended that the board consider paying for all AP test takers as they did two years ago. Students were reimbursed if they passed the AP test by a 3, 4 or 5. Our numbers of test takers declined this past year.

For the 2012-2013 school year, \$13,482.00 was paid to students passing the AP test.

For the 2013-2014 school year, if all 233 scheduled AP students take their AP tests, the cost will be \$18,873.00, a difference of \$5,391.00.

The committee recommended that we return to paying for all students AP tests for 2013-2014.

This will be moved to the Finance Committee meeting 7/25/2013.

2. Other

Letter from Rev. Joe Gratzel is attached.

2012 – 2013
NJASK RESULTS
LANGUAGE ARTS

<u>GRADE</u>	<u>ADV. PROF.</u>	<u>PROF.</u>	<u>PART PROF.</u>
3	3	76	21
4	5	64	32
5	8	65	27
6	12	70	18
7	12	61	28
8	30	63	8

2012 – 2013
NJASK RESULTS
MATH

<u>GRADE</u>	<u>ADV. PROF.</u>	<u>PROF.</u>	<u>PART PROF.</u>
3	44	49	7
4	36	50	14
5	52	42	7
6	40	53	7
7	30	51	18
8	52	41	7

ATHLETIC/COMMUNITY RELATIONS COMMITTEE
MEETING
JULY 25, 2013
4:00 P.M.

Minutes

Attendance: Tom Pellegrino (Chairperson), Linda DiPalma, Jack Campbell, Renae LaPrete,
Peg Hom, Ron Kornegay, Rich Kirk

NOTE: Any questions concerning minutes, please contact Renae.

1. Volunteer Coach Job Description

The committee along with the Policy Committee recommended that line #4 of the Volunteer Coach Job Description be removed. It states "Cannot be parent/guardian of athletes on the team."

The Athletic Director and Head coach will interview and recommend volunteer coaches who are interested. The Volunteer Athletic Policy does not include a parent cannot be a parent/guardian of an athlete on the team.

Recommend job description for August 1st board approval. The job description is attached.

2. Job Descriptions: Head Coach & Assistant Coach

Need to be board approved. Mr. Kornegay explained that he had updated these two job descriptions but they were never board approved. The committee recommended that they be placed on the August 1st board agenda for approval.

3. Coaching Positions

We have three coaching positions to be approved: Assistant Field Hockey, Gymnastics and Assistant Boys' Soccer.

Mr. Kornegay reviewed the background of each candidate. All were recommended for August 1st approval.

4. Volunteer Assistant Coaches

Mr. Kornegay presented volunteer candidates for the weight room, softball, winter track, swimming, ice hockey, boys basketball, boys soccer and football.

All candidates are listed on the Athletic Agenda and Board Agenda.

5. Field/Facility Usage

Pop Warner and the American Youth Football teams have asked to use our fields on different days and times for games only – no practices.

6. High School/Elementary School Physicals

Mr. Kornegay explained that the high school nurse works 10 days in August for preparation of fall sports. The elementary school nurse does not. It is recommended and the committee approved to post

for 2 days, 4 hours each day @ \$30.00 per hour for a school nurse to review school sports physicals, vaccinations and kindergarten registration. This was presented at the Finance committee and recommended as well.

7. Baseball Field Site

Mr. Kornegay spoke to the Wall personnel and requested their baseball facilities at the Wall Municipal complex for the 2014 season for our baseball team. The cost will be \$2,000.00.

8. Co-op Program

Our co-op athletic programs include boys/girls swimming, boys/girls bowling, ice hockey and gymnastics.

The recommendation to approve the shared services agreement between the Manasquan Board of Education and the Point Pleasant Beach Board of Education for a cooperative sports program for the 2013 – 2014 school year in the amount of \$17,000.00 will be on the August 1st agenda for approval.

9. Atlantic Club Concern

Mr. Kornegay informed us that the boys and girls soccer parents want the Freshman and JV athletes to play their home games at the Atlantic Club. Currently, our Varsity boys and girls soccer teams play there now. They will pay for the trainer and usage and the parents are responsible for transportation.

10. Other

Mr. Kirk asked about the proposed baseball renovations at the elementary school. The PTO wants to purchase a scoreboard.

The scoreboard can be mounted in the same area. Should the renovations proceed down the road and the scoreboard needs to be moved, it will be done at that time.

NOTE: We will not be approving Andrew Cefalo as a volunteer football coach at this time. There is outstanding paperwork that needs to be processed. However, we will be approving Donald Klein as a volunteer football coach. His name was omitted from the Athletic/Community Relations Committee Agenda.

BUILDINGS AND GROUNDS COMMITTEE MEETING

JULY 25, 2013

4:45

Attendance: Michael Shelton, Jack Campbell, Michael Forrester, Renae LaPrete, Peg Hom, Bernie Bigley

NOTE: Any questions concerning minutes, please contact Peg

New Business:

1. Cleaning in the High School is moving along
Bernie updated the committee on the progress of cleaning in the High School.
Renae mentioned a change in the main hallway paint color possibly during winter break.
Bernie discussed the purchase of 2 retrofit light kits to explore increasing the lighting in the main hallway areas.
2. Cleaning in the Elementary School is slower due to the summer programs
Bernie updated the committee on the progress of cleaning in the Elementary School and indicated that the cleaning is around the summer activities but is progressing.
3. The Door Project is being advertised for Bid
Peg told the committee about the Regular Operating Grants (ROD) for the door project.
The ROD grants will not be determined until December.
The committee agreed to hold off on this project in anticipation of receiving a grant at that time.
The committee agreed that a resolution would be put on the agenda to apply for the ROD grants.
The committee discussed the door configuration for the main high school building. The architect is recommending a door with panels on the bottom and no panels on the top due to the smaller glass. Mr. Shelton asked that we discuss the difference in cost for panel doors. Peg will follow up with the architect.
4. A New Security Police Notification System was donated by the Monmouth County Sheriff's Office
Mr. Campbell asked how this system worked; Mrs. Hom explained. The committee members were appreciative of the donation and a resolution will be put on the agenda acknowledging this donation.
5. An Art Room is being configured in the old Industrial Arts Room
Mr. Bigley stated that the custodians had begun preparing the Industrial Arts room for Art. All equipment was being moved to the back garage and covered until it can be sold or disposed of. Mr. Bigley said this equipment is commercial in nature and would not be

for how use due to the electrical supply required. The Art teachers are due to come in and set up once the room is cleaned and painted.

6. RFP for janitorial and grounds

The committee discussed going out for an RFP for janitorial and grounds. The committee asked is an RFP could be prepared for our next Building and Grounds Committee meeting in August so that it could be placed on the August 22nd agenda.

7. Professional Fees related to the Field Project

Mr. Shelton discussed professional fees associated with moving the Field Project forward.

8. Referendum and review of prior proposal of costs, projects to include

Mr. Shelton discussed bringing the stakeholders together. The possibility of a referendum was discussed. Ms. LaPrete said this takes time and that we need to have everything together before we move forward with a referendum.

9. Other Items for Discussion

Mr. Shelton asked that Mr. Bigley get in touch with Dave Eareckson about the removal of the bleachers. Mr. Bigley had prices for bleacher removal. The committee indicated that removing the bleacher removal from the process may make the bid development easier.

FINANCE COMMITTEE MEETING
JULY 25, 2013
5:30

Attendance: Michael Shelton (Chairperson), Ken Clayton, Jack Campbell, Renae LaPrete, Peg Hom

NOTE: Any questions concerning minutes, please contact Peg

New Business:

1. Request for acceptance on a tuition basis:
 - 3 Tuition student: Grade 5, Grade 2 and Grade K. Parents expect to close sometime in September.
 - 1 Tuition student: Grade 3. Parents anticipating a late November move in date.

Renae and Peg discussed these two requests with the committee. The committee agreed to put these students on the agenda for acceptance. It was further agreed that the parents would pay tuition but would be given some leeway to be in by early October.
2. Approval of Administrative Salaries for 2012-2013 and 2013-2014
The committee agreed to move this forward on the agenda.
3. Approval for the Business Administrators Salary
The committee agreed that the contract has not be finalized but that the salary could be put on for approval.
4. Approval of Confidential Secretaries Salaries for 2013-2014
 - a) Restoration of Payroll Person – RFP for payroll services
 - b) D.S. Salary

Peg presented information about the Payroll Service companies contacted. Costs were discussed. It was agreed to restore the payroll position to full time for this year and to move forward with an RFP for payroll services.
5. Approval of Non-Unit Salaries
The Committee agreed to place the non-unit salaries on the agenda.
6. Audit and Reserves
Peg discussed the Audit and Reserves. There will be approximately \$173,750 to place in reserves. The majority of this money was generated from Extraordinary Aid and a reduction in the calculation of our 2% because of our expenses in 2012-2013.
7. Monthly Reports
Peg told the committee that the monthly reports were sent to everyone. Purchase orders are extensive in the month of July.

8. Transportation Bid

Transportation went out to bid. The resolution for the award of transportation will be on the August 1, 2013 agenda.

9. NCLB Grant

Renae told the Committee that in the past we have used Title 1 for salaries but that we will be reallocating these funds. This is being done to avoid any issues with the stipulations in the grant about supplanting.

10. Letter from Robert J. Cicchino, Director OFAC – To be distributed in Friday's packet.

11. AP Tests

Ms. LaPrete said that she had a request from the High School Administration to pay for all AP Tests. Mr. Shelton indicated that this was included in the presentation on the 2013-2014 budget. After reviewing the 2013-2014 budget presentation monies for AP testing were increased. The confusion was payment for all AP test takers for 2013-2014 vs. test takers who successfully passed with a 3, 4, or 5. All AP tests will be paid for by the district.

12. Middle School Nurse 2 Days

Ms. LaPrete explained that the Middle School needed a nurse for 2 days at 4 hours per day to process physical paper work. The committee agreed to post this position.

13. Media Specialist 2 Days

Ms. LaPrete explained that we were transitioning a Media Specialist from the High School to the Elementary School and that she would need 2 days at 4.5 hours per day to transition. The committee agreed to post this position.

14. Mrs. Hom reviewed other resolutions for the agenda:

- Approval of the minutes
- Revised Meeting Schedule
- Use of Educational Data Services
- Rugby School Free Lunch
- Appointment of Joanne Madden
- Annual Facilities Checklist (Possibly for August 22)
- Transportation Bids

15. School Security Officer Salary

Ms. LaPrete discussed the job description and salary of the School Security Officer. She pointed out that \$50,000 was budgeted. The committee agreed to add an additional \$5,000 if necessary. The committee further confirmed that this person will carry a weapon. There was

some discussion about the fact that this person would handle both sides of the street. The work schedule was discussed as well and Ms. LaPrete felt strongly that the person needed to have a regular work schedule. There was a brief discuss on a flex schedule.

16. Other Items for Discussion

a) MES LA series and cafeteria tables

The Language Arts series has been purchased and Peg is looking for funds to purchase the cafeteria tables.

b) \$39k Sports Cut

Ron's recommendation was to cut Ice Hockey rather than sports across the Board however these monies were restored.

c) Update on surplus, breakage and reinstating job costs

The committee was updated on surplus. Breakage and reinstatements will continue to be updated.

d) Technology monies – FEMA – Full 1-1 initiative

Jesse is following through with this.

e) Demographic Report – Could present on August 1, 2013

The committee decided to hold off on the presentation at this time.

f) Redeployment of Tellone monies

Ms. LaPrete indicated that this has not been determined yet.

g) FEMA \$'s planned to make hires?

Ties into c.

h) RFP for janitorial and grounds (Buildings and Grounds as well)

The committee agreed that an RFP would be developed and discussed at our next committee meeting. A resolution will be placed on the agenda in August.

i) AESOP

Ms. LaPrete indicated that this requires training and that it is too close to the start of school. She will continue to explore this for the future.

j) Professional Fees related to the Field Project (Buildings and Grounds as well)Mr.

Shelton discussed professional fees associated with moving the Field Project forward. He believed that \$100,000 to \$200,000 would have to be available to start the Field/Track portion of this project.

k) Referendum and review of prior proposal of costs, projects to include (Buildings and Grounds as well)

Mr. Shelton discussed bringing the stakeholders together. The possibility of a referendum was discussed. Ms. LaPrete said this takes time and that we need to have everything together before we move forward with a referendum. Mr. Clayton and Mr. Shelton discussed different financing strategies and debt strategies for the future and the maturities of the district's current outstanding debt.

PROPOSED RESOLUTIONS FOR AUGUST 1, 2013 AGENDA

Recommend approval to accept 3 parent paid tuition students in Grade K, 2 and 5. (Parents expect to establish permanent residency in Manasquan in September.) Tuition will be prorated appropriately.

Recommend approval to accept 1 parent paid tuition student in Grade 3. (Parents anticipate the complete of construction of their home in Manasquan by November.) Tuition will be prorated appropriately.

Recommend approval of the 2012-2013 and 2013-2014 negotiated Administrative Salaries as listed below:

<u>Administrators</u>	<u>2012-2013</u>	<u>Longevity</u>	<u>2013-2014</u>	<u>Longevity</u>
Bigley, Bernie	93,718.00		95,592.00	
Bramley, Donald	122,134.00		124,576.00	
Cahill, Peter	118,470.00	2,000.00	120,839.00	2,000.00
Coppola, Richard	147,566.00		150,518.00	
Graziano, Colleen	139,452.00	2,000.00	142,241.00	2,000.00
Kerensky, Barbara	99,493.00		108,537.00	1,000.00
Kirk, Richard	124,756.00	2,000.00	127,251.00	2,000.00
Kornegay, Ronald	143,170.00		146,034.00	
McCarthy, Sean	111,616.00	1,000.00	113,848.00	1,000.00
Murin, Craig	90,242.00		98,446.00	
Place, Jesse	86,843.00		96,843.00	
Polak, Margaret	124,863.00	1,000.00	127,361.00	1,000.00

Recommend approval of the 2013-2014 salary for Margaret Hom, Business Administrator/Board Secretary at 157,852 (\$155,852 + 2000 L).

Recommend approval of the 2013-2014 Confidential Secretaries salaries as listed below:

<u>Confidential Secretaries</u>	<u>2013-2014</u>	<u>Longevity</u>
Attilio, Maria	49,271.00	500.00
Freeman, Sandi	53,764.00	500.00
Gallo, Lisa	20,869.00	
Jost, Cindy	41,738.00	
Mahon, Andrea	45,890.00	
Read, Kim	65,557.00	1,000.00
Schanen, Deb	52,993.00	

Recommend approval of the 2013-2014 Non-Unit Employee Salaries

<u>Non-Unit</u>	<u>2013-2014</u>
------------------------	-------------------------

DeForge, Kevin	45,100.00
Egan, James	64,463.00
Schnebel, Cory	45,100.00
Scott, Frank	93,517.00

Recommend approval and acceptance of FY 2014 NCLB Funds in the amount of \$122,144. (Title I \$90,638, Title IIA \$23,267 and Title III \$8,239)