

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMBINED COMMITTEE OF THE WHOLE MEETING &
REGULAR PUBLIC BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Media Center
July 28, 2015
6:00 P.M.

AGENDA

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.

2. Pledge of Allegiance

3. Oath of Office – James McCarthy, Spring Lake Heights Representative

4. Roll Call

Martin Burns

Eugene Cattani

Kenneth Clayton

Linda DiPalma

Mark Furey (Belmar)

Heather Garrett-Muly

James McCarthy (SLH)

Thomas Pellegrino

Colleen Smith

Alfred Sorino

Tedd Vitale (Brielle)

James Walsh

5. 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.

6. 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 placed on the agenda at the next Committee of the Whole meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is 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.

7. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and Closed Executive Session of June 16, 2015. Executive Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed executive session no longer exists.

8. Student Board Representative Report

9. **Presentations**

- Andrew Marcucci, Elementary School Student – Elementary School Proposed Playground
- Sustainable Jersey for Schools – Ame Igharo & Tony O'Donnell
- Kathy Winecoff, NJSBA – Board Self-Evaluation and Board Goals

10.

A) **Discussion Items for July 28, 2015 Agenda**

- **Education, Curriculum & Technology – Agenda Items***

- Provident Bank – Financial Literacy Source
- Strategic Planning Meeting – August 8, 2014, October 9, 2014, November 17, 2014, December 8, 2014, January 13, 2015, March 12, 2015, May 11, 2015, June 4, 2015
- Referendum Update
 - Community Outreach
 - Town Hall Meeting Update
 - Fast Facts
 - Education Foundation Support of Referendum
 - Community Walkthrough – September 26th (Raindate-September 27th)
 - Important Dates
 - Deadline to Register to Vote –September 7th
 - Deadline for Challengers – September 15th
 - Discussion of length of bond term

- **Athletics/Community**

- Sailing Club
- Equestrian Club
- Volleyball

- **Personnel***

- Staff Hiring Between Board Meetings*

- **Legal – to be discussed in Executive Session**

- **Policy – Agenda Items ***

- Random Drug Testing Policy – 1st Reading*
- Policy 7523 – School District Provided Technology Devices to Pupils*
- Discussion of Establishing Extracurricular Activities/Clubs

- **Finance – Agenda Items ***

- Revised Bid Threshold*
- School Physician RFP*
- Extraordinary Aid award for 14-15 SY*

- **Buildings & Grounds – Agenda Items***

- Eagle Scout Project Update
- Department of Corrections Update*
- Toolbox Tuesday Update
- Willow Way Construction Project Update

11. Superintendent's Report & Information Items

- Enrollment- **June Total: 993 – Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report – **Document C**
- Victory Road – Leadership Speaker Series

Recommend approval and acceptance of the Superintendent's Reports.

12. Public Forum on Agenda Items

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to 3-5 minutes duration. 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.

MANASQUAN

General Items

- 13. Recommend** approval to revise the poll hours for the September 29, 2015 referendum vote to 7:00 a.m. to 9:00 p.m. (Previously approved on June 16, 2015)
- 14. Recommend approval of the New Teacher Induction Program during the hours of 8:00a.m.-2:00p.m. on August 25, 26, 27, 2015 for all newly hired teachers.**
- 15. Recommend approval to rescind the placement of special education student #24937 at Brookside School (July 1-August 7) for additional extended school year services in the amount of 135 hours of behavioral support via paraprofessional (total amount not to exceed \$2,922.77), placement to include transportation one way only from MES to Brookside. (previously approved on June 16, 2015)**
- 16. Recommend approval of the placement of special education student #24937 at Brookside School (July 1-August 7) for additional extended school year services in the amount of 196 hours of behavioral support. (total amount not to exceed \$3,771.04)**
- 17. Recommend approval for Jorie Sanzone, Behavioral Therapist, to provide 48 hours of home behavioral support to student # 22271 for the 2015 ESY at a rate of \$25.00 an hour, not to exceed \$1,200.00.**
- 18. Recommend approval for Jorie Sanzone, Behavioral Therapist, to provide behavioral support to student # 22271 for the 2015-2016 SY at a rate of \$25.00 an hour, not to exceed \$6,000.00.**
- 19. Recommend** approval of the following resolution increasing the bid threshold:

WHEREAS, Lynn Coates, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Manasquan Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the Manasquan Board of Education, and further authorizes Lynn Coates, School Business Administrator/Board Secretary, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

20. **Recommend** approval of the Annual Partner Program Maintenance Agreement with Hytec Telephone for the 2015-2016 school year, in the amount of \$10,788.00.
21. **Recommend** approval of the 2015-16 Extended School Year Pre-School Handicap Program tuition rate of \$427.00.
22. **Recommend** the approval of the appointment of Stephen G. Rice, MD, Director, Jersey Shore Sports Medicine Center, as the Sports Medicine Physician and District Medical Officer, in accordance with the Request for Proposal of July 5, 2015. Contract Period: August 1, 2015 – June 30, 2016. There were no additional proposals received for this professional service. (Proposal reviewed by attorney for compliance)
23. **Recommend** approval of the Resolution providing for a Special School District Election to be held on September 29, 2015 for consideration of a bond proposal by the legally qualified voters of the school district, as per **Document D**.
24. **Recommend** the Manasquan Board of Education approve the bond term of _____ years for the referendum project.
25. **Recommend** acceptance of the Preliminary Eligible Cost Letters from the State of New Jersey Department of Education for State Project No. 2930-060-15-1000 Manasquan Elementary School, as per **Document E(1)** and State Project No. 2930-050-15-1000 Manasquan High School, as per **Document E (2)**
26. **Recommend** acceptance of the Approval of Long-Range Facilities Plan Amendment from the State of New Jersey Department of Education, as per **Document F**.
27. **Recommend** authorization for the School Business Administrator to execute a contract for 2015-2016 Student Accident Insurance through Bob McCloskey Insurance, in the annual premium amount of \$60,000 for Mandatory Student Accident Coverage and \$5,840 for Catastrophic Student Accident Insurance, as per **Document G**. The change to this program reflects a savings of \$5,100 to the district.
28. **Recommend** authorization for the School Business Administrator to renew, at no increase, the Pollution Legal Liability Select Policy offered by AIG using Commerce & Industry Insurance Company arranged through Boynton & Boynton for the 2015-2016 school year, in the annual premium amount of \$10,909.31.

- 29. Recommend** authorization for the School Business Administrator to renew the contract with Systems Electronic, Inc. for the 2015-2016 school year, for maintenance and repair work for fire alarm systems, inspection and monitoring service, in the amount of \$7,305.00. (*Contract pending attorney review*)
- 30. Recommend** approval of the Resolution authorizing The Rugby School at Woodfield to provide free school lunches to its students, as per **Document H**.
- 31. Recommend** acceptance of the revised donation, in the amount of \$9,767, from the Manasquan Elementary School Education Foundation Grant. (Additional funds will cover the extended warranty on purchased equipment.)
- 32. Recommend** approval that the following prices be charged to students and adults for lunches and milk for the 2015-2016 SY with no increase from the previous school year:
- | | |
|--|---|
| Paid Type A Lunch (Students): | \$2.50 (K-4); \$2.75 (5-8); \$3.00 (9-12) |
| Paid Lunch (Adults): | \$3.50 |
| Reduced Type A Lunch (Students): | \$0.40 |
| A la cart milk per half-pint (Students): | \$0.45 |
| A la cart milk per half-pint (Adults): | \$0.50 |
- 33. Recommend** approval to rescind the May 26, 2015 motion approving the use of the Inmate Labor Program offered by the Monmouth County Sheriff's Office for the week of August 3, 2015 and approve this service to take place only during August 10-12, 2015. Outside work to be performed includes painting parking lot curb/lines, and landscaping.
- 34. Recommend** approval of the Superintendent's 2014-2015 Quantitative Merit Goal focused on Advanced Placement test results.
- 35. Recommend** approval of the Superintendent's 2015-2016 Merit Goals.
- 36. Recommend** approval of the application and acceptance of funds for the 2016 FY for the NCLB allocation of \$115,356.00 (Title I-\$86,166.00, Title IIA-\$22,600.00, Title III-\$6,590.00)
- 37. Recommend approval of the application for IDEA grant funds for the 2015-2016 in the amount of \$321,603.00 for Basic Grant (\$309,378.00 public, \$12,225.00 non-public) and \$7,617.00 for Preschool Grant (\$6,347.00 public, \$1,270.00 non-public)**
- 38. Recommend** acceptance of the 2014-2015 State School Extraordinary Aid, in the amount of \$149,083.
- 39. Recommend** approval of the Revised Manasquan Board of Education Policy #7523 – School District Provided Technology Devise to Pupils as per **Document I**.
- 40. Recommend approval of Dr. Smoller, Developmental Pediatrician, to conduct a neuro-developmental pediatric evaluation at a rate of \$450.00 for Elementary School student #241376 as part of a Child Study Team Evaluation.**
- 41. Recommend approval of Dr. Worth, Psychiatrist, to conduct a psychiatric evaluation at a rate of \$500.00 for Elementary School student #2397 as part of a Child Study Team Evaluation.**

Professional Days

42. **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>
2015-2016 School Year	Teresa Savage	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$300.00
2015-2016 School Year	Lorissa Voorhees	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$300.00
2015-2016 School Year	Colleen Graziano	Neptune High School	Monmouth County Curriculum Consortium Monthly Meetings	No	None
2015-2016 School Year	Nancy Sanders	Office of Human Services, Freehold	Crisis management, intervention, through articulation and training	No	Mileage - \$106.00 per SY
July 30,31 and August 11, 2015	Nancy Sanders	Monroe Twnshp	Educational/Homelessness/TLC meetings	No	Registration-\$450.00 Mileage-\$45.00

Student Action

Field Trips

43. **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>
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None at this time

Placement of Students on Home Instruction

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

#21104 Grade 6 June 22, 2015 – TBD Summer 2015 (Medical)

Placement of Students Out of District

45. **Recommend** approval of the revised 2015-2016 SY out of district placement list, as recommended by the Child Study Team as per **Document J**. Transportation costs to be determined.

Secretary's Report

46. **Recommend acceptance** of the following **Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense)**.

The Business Administrator/Board Secretary certifies that as of **June 30, 2015** 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 **\$2,158,714.00** 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. 6A:23A-16.10 (c)3 the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **June 30, 2015** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

Recommend acceptance of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **June 30, 2015** per **Document K**. (The Treasurer of School Moneys Report for the month of **June 2015** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, 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, 2015** 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 **2014-2015 budget for June** and the **2015-2016 for July** as recommended by the Superintendent of Schools, as per **Document K**.

Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **June 30, 2015** as per **Document L**.

Purchase Orders for the month of **June 2015** be approved, as per **Document M**.

Recommend acceptance of the **Cafeteria Report** as per **Document N**.

Be It Resolved: that the **Bills (Current Expense)** in the amount of **\$644,840.15** for the month of **July 2015** be approved. Records of, checks (**#36650** through **#36705**) and distributions are on file in the Business Office.

Confirmation of Bills (Current Expense) for **June 2015** at **\$2,851,058.66** and checks (**#36378** through **#36649**).

MANASQUAN/SENDING DISTRICTS

General Items

47. **Recommend** approval of Renewal #2 of the original 2013-14 Multi-Contract #BRIGGS13-14 between the Manasquan Board of Education and Briggs Transportation, Point Pleasant Beach, NJ, for 2015-2016 Athletic & Co-Curricular Transportations – VANS ONLY, in the renewal estimated contract amount of \$22,877.69, based on the 1.34% allowable CPI.
48. **Recommend** approval of Renewal #2 of the original 2013-14 Multi-Contract #FIRSTSTUDENT13-14 between the Manasquan Board of Education and First Student, Neptune City, NJ, for 2015-2016 Athletic & Co-Curricular Transportation – BUSES ONLY, in the renewal estimated contract amount of \$114,409.05, based on the 1.34% allowable CPI.
49. **Recommend** approval of the acceptance of the first reading of the Random Drug Testing Policy as per **Document 1**.
50. **Recommend approval of the following substitute(s) for the 2015-2016 SY:**
Maureen Wolfsohn - Paraprofessional (*pending criminal history approval*)

Marie Claire Graham - Teacher/Paraprofessional (*pending criminal history approval*)

51. Recommend approval to dispose of the obsolete items below as per **Document 2**.

- Textbooks - Damaged and/or out dated
- Technology Equipment
- High School Recording Studio Equipment

52. Recommend acceptance of a \$2,500 donation to be used for the purchase of a new track and field record board for the Manasquan High School boys and girls track team.

53. Recommend approval of the 2015-2016 contract with All American Gymnastics, for the High School Gymnastics Team, in an amount not to exceed \$2,500, as per **Document 3**. (Contract pending attorney review)

54. Recommend approval of the agreement for the use of the Sea Girt Armory for the 2015-2016 Athletic/Sports Programs, fee to be determined.

55. Recommend approval of the Superintendent to hire staff prior to the August 25, 2015 Board of Education meeting.

Professional Days

56. 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>
August 18, 2015	Craig Murin	Cranford, NJ	PARCC	Yes	Registration - \$149.00 Mileage - \$12.18
October 21-23, 2015	Craig Murin	Atlantic City	Skill/Techniques Workshop	Yes	Registration - \$230.00 Mileage - \$66.61
September 29-October 29, 2015	Amy Edwards	Online	Robotics Academy		Registration - \$499.00
August 18, 2015	Barbara Kerensky	Matawan High School	MC3 Summer Institute	No	None
August 27, 2015	Sandi Freeman	Freehold, NJ	Child Nutrition Program	No	Mileage - \$10.32
August 9-13, 2015	Richard Read	Chicago, IL	National Conference-Cenergistic	No	Mileage-\$31.50 Parking-\$48.00 Shuttle-\$95.50 Baggage-\$90.00 Meals/Inc-\$319.50
July 29, 2015	JoAnn Dietrick	Hamilton, NJ	Certification Workshop	No	Mileage/Tolls- \$32.24
September 16, October 14, and November 11, 2015 January 13, March 9 and April 13, 2016	Barbara Kerensky	Neptune High School	MC3 Professional Learning Academy	No	None
2015-2016 School Year	Dr. Frank Kasyan	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$2,500.00

2015-2016 School Year	Lynn Coates	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$1,000.00
2015-2016 School Year	Margaret Polak	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$600.00
2014-2015 School Year (Revised) 2015-2016 School Year	Ron Kornegay	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$1,100.00 per school year
2015-2016 School Year	Rick Coppola	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$200.00
2015-2016 School Year	Sandi Freeman	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$300.00
2015-2016 School Year	Robert Kehoe	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$600.00
2015-2016 School Year	Pam Cosse	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$400.00
2015-2016 School Year	Susan Lord VanNote	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$500.00
2014 – 2015 School Year	Margaret Polak	Freehold	Monthly meetings w/County Supervisors	No	\$39.46 mileage each trip \$394.60 mileage
2015-2016 School Year	Kevin Hyland	To be reimbursed .31 a mile for mileage	As per contract	No	Not to exceed \$200.00

		related to job duties			
2015-2016 School Year	Leigh Busco	To be reimbursed .31 a mile for mileage related to job duties	As per contract	No	Not to exceed \$100.00
October 8, 2015 March 10, 2016	Claire Kozic Lauren Gilbert Eric Wasnesky Kevin Hyland Rick Coppola	MHS	Teacher and Advisory Meeting	Yes -3	None
June 9, 2016	Claire Kozic Lauren Gilbert Eric Wasnesky Kevin Hyland Rick Coppola	Rutgers University	Academy of Health Careers Recognition Ceremony	Yes -3	None

Student Action

Field Trips

57. **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>
To Be Determined	Claire Kozic	Academy of Health Careers	Rutgers University	Testing	Yes-3	None	School Acct.
To Be Determined	Claire Kozic	Academy of Health Careers	Mutter Museum	Exploration history of medicine	Yes-3	Bus- \$400	None

Placement of Students on Home Instruction

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

#182416 Grade 9 May 23, 2015 – June 30, 2015 (Medical)

Financials

59. **Recommend** acceptance of the following **High School Central Funds Report** for the month ending **June 30, 2015** as per **Document 4**.

60. **Old Business/New Business**

61. **Public Forum**

62. **Executive Sessions**

WHEREAS, the Sen. Byron M. Baer Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.*, (the “Act”) provides that the Manasquan Board of Education may hold an “Executive Session” from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

WHEREAS, it is recommended by the Superintendent that the Manasquan Board of Education go into Executive Session on this date in Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and
WHEREAS, the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business; and
WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

NOW, THEREFORE BE IT RESOLVED by the Manasquan Board of Education that the Board shall go into Executive Session to discuss the following items:

- ___ 1. Confidential Matters per Statute or Court Order
- ___ 2. Impact Rights to Receive Federal Funds
- ___ 3. Unwarranted Invasion of Individual Privacy
- X 4. Collective Bargaining (Update on MEA Negotiations)
- ___ 5. Acquisition of Real Property or Investment of Fund
- ___ 6. Public Safety Procedures
- ___ 7. Litigation or Contract Matters or Att./Client Privilege
- X 8. Personnel Matters (Retirement, Employment Contract, Superintendent Evaluation, Leave of Absence Request)
- ___ 9. Imposition of Penalties Upon an Individual

ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.

Personnel - MANASQUAN

63. **Recommend** approval of the Elementary School personnel as per **Document O**.

Personnel – MANASQUAN/SENDING DISTRICTS

64. **Recommend** approval of the High School personnel as per **Document 5**.

65. **Adjournment**

Motion to Adjourn