

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING

Manasquan Borough
Manasquan High School Charles Raffetto Media Center
March 13, 2018
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. Roll Call

Bruce Bolderman	Mark Furey (Belmar)	Thomas Pellegrino
Donna Bossone	Terence Hoverter	Alfred Sorino
Eugene Cattani	Joseph Loffredo	
Tedd Vitale (Brielle)	Stephen LaValva (Brielle)	Joseph Milancewich (Brielle)
Linda DiPalma	Anne McGarry (SLH)	Colin Warren

4. Mission Statement

Manasquan School District empowers all students by providing a safe, healthy, and inclusive environment where continual growth, perseverance, and rigorous academic standards are balanced with extensive extra-curricular opportunities and rich tradition through partnership with community.

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 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.

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Combined Committee of the Whole and Regular Public Meeting and the Closed Executive Session of February 27, 2018. 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.

7. Student Board Representative Report

8. Presentations

- All Shore Intermediate Band – Performance by Donovan Brown
- Elementary School Geography Bee Winner – Liam Hoverter
- District Geography Bee Winner – Kieran Pastelak
- Oratory Symposium Presentation
- Teacher of the Year
 - Kindle Kuriscak – Elementary School
 - Claire Kozic – High School
- Support Staff Employee of the Year
 - Nancy LeBlanc – Elementary School
 - LucyAnn Scerbo – High School

9. Committee of the Whole

Discussion Items for the Agenda

- Education, Curriculum & Technology
 - Drop and Rotate Block Schedule Parent Nights
- Personnel– To be Discussed in Executive Session- Agenda Items*
- Policy– Agenda Items *
- Legal
- Finance– Agenda Items
 - Update on proposed 2018-2019 school district budget
- Buildings & Grounds/Facilities– Agenda Items *
 - Updated Rendition Turf Field

10. Superintendent’s Report & Information Items

- Enrollment– Document
 - Total Enrollment – 1,526
 - High School – 936
 - Elementary School – 590
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document
 - Fire Drill Reports
 - High School:
 - February 9th - Lockdown
 - February 27th – Fire Drill
 - Elementary School:
 - February 22nd – Lockdown Drill
 - February 28th – Fire Drill

- **HIB Monthly Report – Document**
 - **High School:**
 - **No Reports for the Month**
 - **Elementary School:**
 - **No Reports for the Month**
- **Report of the Director of Curriculum and Instruction**
- **Report of the Director of Technology and Human Resources**
- **Report of the Director of School Counseling Services**

Recommend approval and acceptance of the Superintendent’s Report.

11. 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

- 12. Recommend** approval of the acceptance of additional funding, in the amount of \$100.00, from the Manasquan Elementary School Education Foundation, for Ms. Taft’s Lenape grant.
- 13. Recommend** approval of the purchase of an Elementary School Playground GameTime Unit NJ State Contract #16-Fleet-00121 in the amount \$59,872.46, as part of the referendum project.
- 14. Recommend** approval of the MOESC Cooperative Transportation Commencement Agreement for the 2018-2019 school year, as per **Document** _____.

Professional Days

- 15. 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>
March 2, 2018	Nicole DeStefano	Lakewood	POAC Autism Conference	No	None
February 9, 2018	Kathleen Stonaker	Eatontown	IEP Meetings	Yes	Mileage-\$7.94
March 14, 2018	Oriana Kopec	Toms River	Model Classroom Workshop	Yes	None
March 7, 2018	Amelia Gliddon	Avon	Sending District Collaboration	Yes	None

March 9, 2018	Christin Walsh	Avon	Observation – Kindergarten Screening	No	None
March 15, 2018	Amy Young	Manchester	Challenge Day Observation	Yes	None
March 7, 2018	Taylor Ames	Avon	Sending District Collaboration	Yes	None
March 7, 2018	Teresa Reichey	Avon	Sending District Collaboration	Yes	None
March 7, 2018	Brianna Snel	Avon	Sending District Collaboration	Yes	None
March 14, 2018	Lauren Maslihan	Spring Lake Heights	Sending District Collaboration	Yes	None
March 14, 2018	Michele Sayre	Spring Lake Heights	Sending District Collaboration	Yes	None
March 14, 2018	Lauren Buss	Spring Lake Heights	Sending District Collaboration	Yes	None
March 14, 2018	Cheryl Femenella	Spring Lake Heights	Sending District Collaboration	No	None
March 14, 2018	Donna Mead	Spring Lake Heights	Sending District Collaboration	Yes	None
March 14, 2018	Jessica Woytowicz	Spring Lake Heights	Sending District Collaboration	Yes	None
March 14, 2018	Christin Walsh	Spring Lake Heights	Sending District Collaboration	No	None
March 7, 2018	Christin Walsh	Avon	Sending District Collaboration	No	None
March 7, 2018	Kindle Kuriscak	Avon	Sending District Collaboration	No	None
March 14, 2018	Kindle Kuriscak	Spring Lake Heights	Sending District Collaboration	No	None
March 21, 2018	Kindle Kuriscak	Spring Lake Heights	Sending District Collaboration	No	None
March 21, 2018	Christine Melfi	Spring Lake Heights	Sending District Collaboration	Yes	None
March 21, 2018	Carmen Rodriguez	Spring Lake Heights	Sending District Collaboration	Yes	None
March 21, 2018	Cynthia Kirk	Spring Lake Heights	Sending District Collaboration	Yes	None
March 21, 2018	Catherine Kappy	Spring Lake Heights	Sending District Collaboration	Yes	None
March 21, 2018	Kali Mura	Spring Lake Heights	Sending District Collaboration	No	None
March 21, 2018	Sandra Jo Hill	Spring Lake Heights	Sending District Collaboration	Yes	None
March 21, 2018	Christin Walsh	Spring Lake Heights	Sending District Collaboration	No	None
March 23, 2018	Kelly Balon	Somerset	NJABA Conference	No	Mileage-\$27.00

Student Action
Field Trips

16. Recommend approval of the field trips listed below: None at this time

Placement of Students on Home Instruction

17. **Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician:

None at this time

Placement of Students Out of District

18. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2017-2018 school year, as per **Document**.

Financials

19. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **February 28, 2018** as per **Document**.

MANASQUAN/SENDING DISTRICTS

General Items

20. **Secretary's Report/Financials**

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

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 **\$2,449,781.00** 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.

The Business Administrator/Board Secretary certifies that as of **FEBRUARY 28, 2018** 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: 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 **FEBRUARY 28, 2018** 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 **FEBRUARY 28, 2018** per **Document**. (The Treasurer of School Moneys Report for the month of **FEBRUARY 2018** 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 **FEBRUARY 28, 2018**, 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 **2017-2018 budgets** for **FEBRUARY and MARCH** as recommended by the Superintendent of Schools, as per **Document**.

Purchase Orders for the month of **MARCH 2018** be approved, as per **Document**.

Recommend acceptance of the **Cafeteria Report** – **Document**.

(C) Be it Resolved: that the **Bills (Current Expense)** in the amount of \$ for the month of **MARCH, 2018** be approved. Record of checks (#through #), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of \$ for the month of **MARCH, 2018** be approved. Record of checks (#through #), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **FEBRUARY, 2018** at \$ and checks (#through #) and **(Capital Expense)** for **FEBRUARY, 2018** at \$ and checks (#through #).

Recommend acceptance of the following **High School Central Funds Report** for the month ending **FEBRUARY 28, 2018 as per Document .**

Adoption of Tentative 2018-2019 Budget

21. Recommend approval to submit the tentative 2018-2019 school district budget to the County Office of Education for review and approval as follows:

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 school year using the 2018-2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2018-2019 Total Expenditures	\$ _____	\$ _____	\$ _____	\$ _____
Less: Anticipated Revenues	\$ _____	\$ _____	\$ _____	\$ _____
Taxes to be Raised	\$ _____	\$ _____	\$ _____	\$ _____

And to advertise said tentative budget in THE COAST STAR in accordance with the form required by the State Department of Education and according to law;

BE IT FURTHER RESOLVED, that a public hearing be held in the Manasquan High School Media Center, 167 Broad Street, Manasquan, New Jersey, on Tuesday, April 24, 2018 at 6:00 p.m. for the purpose of conducting a public hearing on the budget for the 2018-2019 school year.

Capital Reserve Account Withdrawal

RESOLVED that the Manasquan Board of Education requests the approval of a capital reserve withdrawal in the amount of \$_____. The district intends to utilize these funds for_____.

Capital Reserve Account Deposit

RESOLVED that the Manasquan Board of Education requests the approval of a capital reserve deposit in the amount of \$_____. This represents anticipated interest for the 2018-2019 school year.

**Adjustment
Health Benefits**

RESOLVED that the Manasquan Board of Education includes in the proposed budget the adjustment for increases in the costs of health benefits in the amount of \$_____. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

Travel and Related Expense Reimbursement 2018-2019

WHEREAS, the Manasquan Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-state county meetings, Department or Association sponsored events or in-state professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Manasquan Board of Education established \$_____ as the maximum travel amount for the current school year and has expended \$_____ as of this date; now

THEREFORE, BE IT RESOLVED that the Manasquan Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.2, to a maximum expenditure of \$_____ for all staff and board members for the 2018-2019 school year.

BE IT FURHER RESOLVED that the Manasquan Board of Education approved the following 2018-2019 Tuition Rates:

Manasquan High School 9 - 12	\$	
Pre-School A.M.	\$	(2.25 hours 39%)
Pre-School P.M.	\$	(3.50 hours 61%)
Kindergarten	\$	
Grades 1 – 5	\$	
Grades 6 – 8	\$	
L/LD	\$	
PSH – PT	\$	
PSH – FT	\$	
MD	\$	
Parent Paid K-8	\$	
Parent Paid 9 – 12`	\$	

22. Recommend approval to withdraw \$50,000 from the Emergency Reserve Account for unanticipated general fund expenses in the 2017-2018 school year, pursuant to 6A:23A-14.4(a)iv. Once complete the 2017-2018 budget will be increased by this amount.

23. Recommend approval to solicit Request for Proposals for 2018-2019 Health Insurance Brokerage Services (RFP has been reviewed and approved by the board attorney)

24. **Recommend** approval of the Service Contract with CPC Behavioral Healthcare for Fit to Return Evaluations on an as needed basis, as per Document ____.
25. **Recommend** approval to accept the monetary award in the amount of \$500.00 to be deposited in the Manasquan High School General Fund, received by James Fagen by the 9/11 Tribute Museum.
26. **Recommend** approval of the creation of the following club:
- Donate Life Club
27. **Recommend** approval of the creation of a central fund account for the International Club in accordance with the Addendum C position, and elimination and transfer of fund balances of the following central fund accounts to the International Club central fund:
- French – Account #95-451-HS 270
 - Spanish – Account #95-451-HS 400
28. **Recommend** approval of the following Pay Applications:
- Pay Application #5 from Kappa Construction Corp., in the amount of \$_____, for Renovations and Addition to the Manasquan High School (pending attorney review).
 - Pay Application #5 from SLS Construction, in the amount of \$_____, for Manasquan High School 2017 Stair Tower Interior Door Replacement (pending attorney review).

Professional Days

29. **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>
May 8, 2018	Jesse Place	Mt. Laurel	Corrective Action Plans and Progressive Supervision	No	Mileage-\$37.01 Registration-\$150.00
March 9, 2018	Justin Roach	Freehold	Personalized Learning Visit	No	None

Student Action

Field Trips

30. **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>
April 25, 2018	John Driscoll Linda Hoeler Robert Waldeyer Nurse (TBD)	Academy of Finance – Grades 11/12	New York City	Visit Goldman Sachs and Museum of Finance	Yes-3	2 Buses - \$1,500	Academy of Finance Funds-\$1,500
June 1, 2018	Meredith Heeter Marisa Marco Carol Anderson Jamie Onorato Pamela Puryear Lisa Crowning Meghan Hillman Christopher Craig Nurse (TBD)	Grade 12	Atlantic Club	Senior Class Trip	Yes-8	4 Buses - \$900	None
May 23, 2018	John Driscoll Linda Hoeler Robert Waldeyer Nurse (TBD)	Academy of Finance	Six Flags in Jackson	Business and Marketing Education Day	Yes-3	2 Buses - \$600	None

Placement of Students on Home Instruction

31. **Recommend** that the following student(s) be placed on home instruction, as requested by Guidance or the Child Study Team and approved by the school physician:
No Report for the Month

32. **Old Business/New Business**

33. **Public Forum**

34. **Executive Session**

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 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 thirty (30) 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 (Student Matter)
- 2. Impact Rights to Receive Federal Funds
- 3. Unwarranted Invasion of Individual Privacy
- 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
- 8. Personnel Matters (Hiring, Resignation, Leave of Absence)
- 9. Imposition of Penalties Upon an Individual

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

MANASQUAN

Personnel

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

MANASQUAN/SENDING DISTRICTS

Personnel

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

37. **Adjournment**

Motion to Adjourn