

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

Manasquan Borough  
Manasquan High School Charles Raffetto Media Center

June 11 , 2019  
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	Terence Hoverter	Alexis Pollock
Donna Bossone	Dennis Ingoglia (Brielle)	Alfred Sorino
Martin Burns	Stephen LaValva (Brielle-Alt.)	Tedd Vitale (Brielle-Alt.)
Eugene Cattani	Joseph Loffredo	Colin Warren
Mark Furey (Belmar)	Anne McGarry (SLH)	

**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 Combined Committee of the Whole and Regular Board meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After discussion during the Committee of the Whole portion of the meeting, the matter is focused on during the Regular Public Board Meeting agenda and presented to the Board of Education for a vote.

**6. 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 May 14, 2019. 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**

- **Woodshop Presentation** – Presented by Ryan Graf

- **Lemelson-MIT InvenTeam Presentation**
  - Award presentation from the Office of Congressman Smith
- **MHS Perfect Attendance**
  - Jack Deegan
  - Angelica Grillo
  - Matthew Lyons
  - Ryan O'Leary
- **High School Students of the Month for May** – Grace Filkin, Senior – Matthew McCann, Junior – Bevin Cranley, Sophomore – Maeve Reilly, Freshman
- **High School Teacher of the Month for May** – Claire Kozić
- **Elementary School Student of the Month for May** – Ava Ducharme
- **Elementary School Student of the Month for June** – Lillian Bryant
- **Elementary School Teacher of the Month for May** – Tara MacGlashan
- **Elementary School Teacher of the Month for June**– Andrea Trischitta
- **Elks Elementary School Student of the Month for May** – Isabella Carpino
- **Elks Teenager of the Month for May** – Abigail Storer
- **Elks Teenager of the Month for June** – Caeden Miller
- **MHS Girls Lacrosse Team** – Central Jersey Group 2 Sectional Champions
- **Canyon Birch - Lacrosse**
  - Shore Conference Player of the Year
  - NJ's All-Time Leading Scorer – 115 Goals and 49 Assists
  - 1<sup>st</sup> Team All Shore
  - Under Armour All American Game Selection
- **MHS Boys Lacrosse Team** – B North Champions, Shore Conference Champions, and South Jersey Group 1 Champions
- **National High School Track and Field Hall of Fame** - Barbara Friedrich Parcinski
- **Student Board Representative Recognition**
  - Casey Campbell
  - Finn Cuzzo
  - Kennedy Miller
  - Mary Mills

- **Retirees**
  - **Gretchen Boodey**
  - **Jessica Ciriello**
  - **Kurt Fenchel**
  - **Robert Kehoe**
  - **Barbara Kerensky**
  - **Susan Villano**

**Sustainable Jersey Grant Presentation**

- **Presented by Amy Edwards and Introduction to Engineering and Design Students**

**9. Discussion Items June 11, 2019 Agenda**

- **Education, Curriculum & Technology**
  - Middle School Discussion
- **Personnel– To be Discussed in Executive Session- Agenda Items\***
- **Policy - Agenda Items\***
- **Finance**
  - Reserve Deposits
- **Buildings & Grounds/Facilities**
  - Discussion of deposits to capital reserve and purpose
  - HS Turf Field Usage

**10. Superintendent’s Report & Information Items**

- **Enrollment– Document A**
  - **Total Enrollment– 1,515**
    - **High School – 967**
    - **Elementary School – 548**
- **Attendance Comparison, Fire Drill Reports, Bus Evacuation Report, Suspensions & Tardy Reports– Document B**
  - Bus Evacuations, June 6, 2019 – Routes:7518,7519,7520,7521,7522,7523, 7524 and 8500

**Fire Drill Reports**

- **High School:**
  - **May 15<sup>th</sup> – Fire Drill**
  - **May 29<sup>th</sup> – Lockdown Drill**
- **Alternative School:**
  - **May 15<sup>th</sup> – Fire Drill**
  - **May 29<sup>th</sup> – Lockdown Drill**
- **Elementary School:**
  - **May 16<sup>th</sup> – Fire Drill**
  - **May 29<sup>th</sup> – Lockdown Drill**

- **HIB Monthly Report – Document C**
  - **High School:**
    - **Two Incidents – 1 Not HIB, 1 Confirmed HIB**
  - **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 the following Parent-Paid Tuition Student for the 2019-20 school year, at the annual tuition rate of \$7,261:
  - Manasquan Elementary School – Grade 8 (M.R.) Student ID# To be determined
13. **Recommend** approval of the agreement between the Manasquan Public School District and the Borough of Manasquan and the Manasquan Patrolmen’s Benevolent Association Local Number 284, for the 2019-2020 school year, as per **Document 1**.
14. **Recommend** approval to submit the 2018-19 Application for Extraordinary Aid, in the amount of \$235,993.00.
15. **Recommend** approval of the use of FY20 ESEA Grant Title I, Part A funds to cover one hundred percent IXL Learning online platform for the 2019-2020 school year totaling \$2,599.
16. **Recommend** acceptance of a donation from the Manasquan Elementary PTO in the amount of \$1,500 to go towards the purchase of the SiLAS learning platform for students with multiple disabilities.
17. **Recommend** approval of the contract from SiLAS. This online platform, at an estimated value of \$2,500, will be purchased through a MES PTO donation and IDEA grant funds (Proposal pending attorney review).

**Professional Days**

18. **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 13, 2019	Linda Bradley	MES	Wilson Lesson Filming	Yes	None

**Student Action**

**Field Trips**

19. **Recommend** approval of the field trips listed below: **No Report for the Month**

**Placement of Students on Home Instruction**

20. **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:

**#7230405810                      Grade 3                      May 26, 2019 – June 20, 2019 (Medical)**

**Placement of Students Out of District**

21. **Recommend** approval of the revised External Placement list that reflects both transportation and tuition costs for the 2018-2019 school year. **No Report for the Month**

22. **Recommend** approval of the 2019 Extended School Year Placements and 2019-20 September – June Placements list that reflects available tuition costs (Transportation costs to be determined once routes are established), as per **Document 2**.

**Financials**

23. **Recommend acceptance** of the following **Elementary School Central Funds Report** for the month ending **May, 2019** as per **Document 3**.

**MANASQUAN/SENDING DISTRICTS**

**General Items**

24. **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)**.

The Business Administrator/Board Secretary certifies that as of **MAY 31, 2019** 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, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$3,161,745.50** 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 **MAY 31, 2019** 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 **MAY 31, 2019** per **Document D**. (The Treasurer of School Moneys Report for the month of **MAY 31, 2019** 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 **MAY 31, 2019**, 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 **2018-2019 budgets** for **MAY and JUNE** as recommended by the Superintendent of Schools, as per **Document D**.

**Purchase Orders** for the month of **JUNE, 2019** be approved, as per **Document E**.

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

**(C) Be it Resolved:** that the **Bills (Current Expense)** in the amount of **\$126,725.11** for the month of **JUNE, 2019** be approved. Record of checks (**#44547** through **#44591**), and distributions are on file in the Business Office.

**Be it Resolved:** that the **Bills (Capital Expense)** in the amount of **\$500.00** for the month of **JUNE, 2019** be approved. Record of checks (**#1357** through **#1358**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **MAY, 2019** at **\$2,542,494.63** and checks (**#44388** through **#44546**) and **(Capital Expense)** for **MAY, 2019** at **\$5,627.68** and checks (**#1354** through **#1356**).

**Recommend acceptance** of the following **High School Central Funds Report** for the month ending **MAY 2019** as per **Document G**.

**25. Recommend** approval of the following job descriptions, as per **Document H**:

- Assistant Superintendent
- Transition Coordinator Teacher
- Carpenter

**26. Recommend** approval of the following additional mileage reimbursement for the 2018-2019 school year:

<u>Name</u>	<u>School Year</u>	<u>Rate</u>	<u>Not to exceed</u>
Kevin Hyland	2018-2019	.31 cents/mile	\$55.82

**27. Recommend** approval to purchase instructional and administrative software titles, subscriptions and renewals as listed below for the 2019-2020 school year. These purchases do not have an applicable State Contract and the purchases qualify as exempt per N.J.S.A. 18A:18A-5(19).

<b>Product/Title</b>	<b>Vendor</b>	<b>Amount (Not to Exceed)</b>
Blackboard Website Hosting	Blackboard	\$9,243.40
Canvas LMS	Instructure	\$10,262.00

Frontline 504 Program Management	Frontline Education	\$2,795.41
Frontline Absence & Substitute Management	Frontline Education	\$9,275.02
Frontline Applicant Tracking	Frontline Education	\$4,748.35
Frontline IEP-Direct	Frontline Education	\$11,181.65
Frontline RTI-Direct	Frontline Education	\$2,929.50
Genesis Student Information System and Staff Management	Genesis Educational Services	\$19,539.00
Naviance	Hobsons	\$11,104.02
Systems 3000 Accounting, Payroll, HR, & Employee Portal	Systems 3000	\$22,950.00 + approx. \$3,079.00 for Employee Portal

**28. Recommend** approval of Educational Data Services, Inc., to provide the following New Jersey Cooperative Bid Maintenance Programs for the 2019-2020 school year:

- Licensing and Maintenance \$5,370.00
- Cooperative Skilled Trades, Compliance Services and Ancillary Bids \$2,000.00

**29. Recommend** approval of the Service Contract with CPC Behavioral Healthcare for “return to school” evaluations for the 2019-2020 school year, as per **Document I**.

**30. Recommend** approval of the agreement with Duff & Phelps, for Fixed Asset Management & Insurance Solutions Consulting Services, for fiscal year ending June 30, 2019, in the amount of \$1,100.

**31. Recommend** approval of the proposal from HMC Inc., to provide Worker and Community Right to Know Act and Hazard Communication Standard services for the 2019-20 school year and completion of the required inspections for completion of the Right to Know Surveys Online due July 15, 2019, in the amount of \$3,250. No increase from last year.

**32. Recommend** approval of the Project Manager Contract with New Road Construction Management for professional administrative and management services relating to the renovations and alternations to the Manasquan High School – HVAC system upgrades and partial replacement of Fire Alarm System (pending attorney review).

**33. Resolution:** To determine that there exists a need for Extraordinary Unspecifiable Professional Services of a Fire Alarm Systems Maintenance/Repair/Inspection and Monitoring Services and funds are available for such purposes and these services are of such a nature that they cannot be bid and therefore, engage the following as specified for the 2019-2020 school year:

- Fire & Security Technologies (F.A.S.T) to provide maintenance and repair work and inspection and monitoring fire alarm systems for the 2019-2020 school year, in the amount of \$7,485.00.

**34. Recommend** authorization for the School Business Administrator to execute contracts for the 2019-2020 school year as follows, as per **Documents J (1)** and **J(2)**.

- Horizon Blue Cross Blue Shield of New Jersey
  - Medical, Prescription and Dental Plans
- School Alliance Insurance Fund (SAIF)
  - Commercial Package and Errors & Omissions
- New Jersey Schools Insurance Group (NJSIG)
  - Workers Compensation and Excess Workers Compensation
- Selective
  - Bonds

Contracts will be reviewed and approved by the board solicitor prior to execution by the School Business Administrator. Please note: Competitive quotes for health, prescription and dental have been obtained by Brown & Brown. Competitive quotes for property & casualty, liability, workers comp. and student accident insurance have been obtained by Alliant/Boynton Insurance Services. Proposals are on file in the office of the School Business Administrator.

**35. Recommend** approval of the Broker Services Agreement with Brown & Brown Benefit Advisors, Inc., for the 2019-2020 school year, in the Broker Services Fee of \$50,000.00. No increase from last year (pending attorney review).

**36. Recommend** approval of the renewal of the Manasquan Board of Education's membership in the School Alliance Insurance Fund (SAIF), for the period of three years beginning July 1, 2019 to July 1, 2022, as per **Document K**.

**37. Recommend** approval of the following Facility Requests for the 2019-2020 School Year and the submission to the County Office of Education, as per **Documents L (1) (2) (3) (4) (5)**:

- Change of Use of Educational Space – High School Room 101 to Conference Room
- Change of Use of Educational Space – Elementary School Supply Closet to Office Space
- Renewal for Dual Use of Educational Space – E.S. Media Center / ESL Room
- Renewal for Temporary Instruction Space – Weight Room
- Renewal for Temporary Instruction Space – Manasquan First Aid Bldg. – Public Safety Academy

**38. Recommend** approval of the Request for Obsolete Equipment Disposal from the Manasquan Business Office, as per **Document M**.

**39. Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Capital Reserve at year end not to exceed \$50,000.

**40. Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Tuition Reserve at year end not to exceed \$50,000.

**41. Recommend** approval for the Manasquan Board of Education to deposit current year surplus in Maintenance Reserve at year end not to exceed \$50,000.

**42. Recommend** approval of the payment to The LandTek Group, Inc., in the amount of \$1,015.70, for retainage from amount withheld on Payment Application #5 (Pending engineer review).

**43. Recommend** approval to authorize the Superintendent of Schools to hire staff members in between scheduled board meetings and prior to board of education approval.

**44. Recommend** approval of the Manasquan High School's membership in the New Jersey State Interscholastic Athletic Associations (NJSIAA) and the payment of \$2,150.00 in dues for the 2019-2020 school year. (Chapter 172, Laws 1979-N.J.S.A. 18A:11-3, et. seq.). No increase from last year.

45. **Recommend** approval of the acceptance of a donation from the Manasquan High School Alumni Foundations, in the amount of \$6,000, to partially fund the installation of the scoreboard on the Pat Barnaba Turf Athletic Field.

**Professional Days**

46. **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 21, 22, 23, 24, 2019	Board Members District Administration	Atlantic City	NJSBA Workshop	No	Group Registration \$1,600
January 14, 2019	Susan Lord	Brick	Special Education Workshop	No	None
June 15, 2019	Rosa Russo	Webinar	AP Resources Webinar	No	Registration - \$20.00
July 22-27, 2019	Frank Scott	Freehold	Advanced Security Essentials- Enterprise Defender	No	Mileage-\$50.59
June 17, 2019	Donya Manovill	MHS	Safety Care Training	Yes	None
July 22-25, 2019	Lauren Thieme	Rutgers University	AP French Workshop	No	Registration - \$1,025.00
June 13, 2019	Eric Wasnesky	Rutgers University	School of Health Professions Graduation	Yes	Mileage-\$23.56
July 18-21, 2019	Brett Lomas	Orlando, FL	AP Annual Conference	No	Flight - \$250.00 Registration - \$735.00 Hotel-\$676.00 Melas/Incidentals - \$297.00 NJDOE Grant Funded
June 12-18, 2019	Margaret Polak	San Diego	Chaperone Surf Team Trip	No	Airfare - \$471.00 Hotel - \$732.00

**Student Action**

**Field Trips**

47. **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>
June 18-22, 2019	Amy Edwards Neil Schiller Susan Schiller	iLab Grades 9-12	MIT Cambridge, MA	InvenTeam Presentation	Yes-2	None	MIT Grant Funds

**Placement of Students on Home Instruction**

48. **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:

#4165868382 **Grade 11** **May 24, 2019 – June 20, 2019 (Medical)**  
 #7262023238 **Grade 10** **June 1, 2019 – June 20, 2019 (Medical)**  
 #1143883578 **Grade 11** **June 5, 2019 – June 20, 2019 (Medical)**  
 #5127196755 **Grade 10** **June 5, 2019 – June 20, 2019 (Medical)**  
 #6179949090 **Grade 10** **May 16, 2019 – June 20, 2019 (Medical)**  
 #1274491076 **Grade 10** **May 6, 2019 – July 14, 2019 (Medical)**  
 #5923168046 **Grade 10** **June 6, 2019 – June 14, 2019 (Medical)**  
 #1030110552 **Grade 10** **May 25, 2019 – June 14, 2019 (Medical)**

#4732675490	Grade 11	May 28, 2019 – June 20, 2019 (Medical)
#6738167382	Grade 12	May 31, 2019 – June 20, 2019 (Medical)
#5637847716	Grade 10	May 29, 2019 – June 20, 2019 (Medical)

**49. Old Business/New Business**

**50. Public Forum**

**51. 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
- \_\_\_ 2. Impact Rights to Receive Federal Funds
- \_\_\_ 3. Unwarranted Invasion of Individual Privacy
- \_\_\_ 4. Collective Bargaining
- \_\_\_ 5. Acquisition of Real Property or Investment of Fund
- \_\_\_ 6. Public Safety Procedures
- X 7. Litigation or Contract Matters or Att./Client (Potential Litigation)
- X 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**

**52. Recommend** approval of the Elementary School personnel as per **Document 4.**

**MANASQUAN/SENDING DISTRICTS**

**Personnel**

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

**54. Adjournment**

Motion to Adjourn