

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
October 17, 2017
6:00 P.M.

DRAFT 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

Donna Bossone	Heather Garrett-Muly	Thomas Pellegrino
Eugene Cattani	Terence Hoverter	Alfred Sorino
Linda DiPalma	Joseph Loffredo	Tedd Vitale (Brielle)
Mark Furey (Belmar)	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 Committee of the Whole and Closed Executive Session of September 19, 2017 and the Regular Public Meeting and Closed Executive Session of September 26, 2017. 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

Oath of Office

- Madison Rydholm

8. Presentations

- High School Students of the Month for September – William McCarthy, Senior – Grace Beyer, Junior – Allison Hamilton, Sophomore – Michelle Beer, Freshman
- High School Teacher of the Month for September– Thomas Glenn
- Elementary School Student of the Month for September – John Nowak
- Elementary School Teacher of the Month for September – Alissa Boyne
- Elks Elementary School Student of the Month for September- Luis Morales
- Elks Teenager of the Month for September- Lucy Brennan
- Act of Bravery Recognition – Lambros Komitas
- Academy of Engineering STEAM Tank Challenge Recognition
- PARCC Presentation – Presented by Richard Kirk, Justin Roach, and Craig Murin
- New Road Construction Project Update – Presented by Robert Notley

9. Discussion Items October 17, 2017 Agenda

- Education, Curriculum & Technology
- Personnel– To be Discussed in Executive Session- Agenda Items*
- Policy- Agenda Items*
Policies for 2nd Reading
 - P & R 7102 Site Selection and Acquisition
- Finance - Agenda Items*
 - 2018-2019 Budget Plan of Action
- Buildings & Grounds/Facilities- Agenda Items*
 - Preliminary Wetlands Investigation

10. Superintendent's Report & Information Items

- Enrollment– Document A
 - **Total Enrollment – 1,524**
 - **High School – 945**
 - **Elementary School – 579**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– Document B
Fire Drill Reports
 - **High School:**
 - **September 12th (Fire Drill)**
 - **September 20th (Lockdown)**

➤ **Elementary School:**

- **September 14th (Fire Drill)**
- **September 28th (Lockdown)**

- HIB Monthly Report - **No report for the month**

- **Report of the Director of Curriculum and Instruction**

- **Report of the Director of Technology and Human Resources**

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 2017-2018 transportation contracts and agreements for Manasquan resident students, as per **Document**.
- 13. Recommend** approval of the following change orders:
- Change Order Request #003 \$3,586.75 TRANE Replace compressor MZ-3
 - Change Order Request #004 \$29,935.00 TRANE Replace all 61 existing circuit setters with new balancing valves, also to be commissioned.
- 14. Recommend** approval of the contract with Edwards Engineering in the estimated amount of \$1,000 to conduct a preliminary wetlands investigation on the Elementary School parcel (adjacent to Judas Creek and State Highway 71) for the purpose of investigating the feasibility of adding an additional parking lot for school district use, per **Document**.
- 15. Recommend** approval of Bilingual Speech Plus, Nilda Colazzo to conduct bi-lingual speech and language evaluation with student # 323548 as part of a Child Study Team evaluation at the rate of \$575.00.

Professional Days

16. 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 13, 2017 (Revised Date)	Linda Bradley	Somerset	International Dyslexia Association Fall Conference	Yes	Registration - \$230.00 Mileage - \$15.00
November 20, 2017	Colleen Graziano	Monroe Twp.	Personalized Learning	No	Mileage: \$19.84
October 13, 2017	Valerie Vayas	Somerset	Dyslexia	Yes	Registration - \$230.00 Mileage - \$15.07
November 15, 2017	Christine Melfi	Sea Girt	District Grade Group Collaborative Session	Yes	None
October 25, 2017	Teresa Reichy	Highlands	Yearbook Advisory Training	Yes	Registration - \$10.00 Mileage - \$ 16.43
November 15, 2017	Alyse Leybovich	Sea Girt	Across District Grade Group Collaborative Session	Yes	None
October 25, 2017	Laura Wahl	Highlands	Yearbook Advisory Training	Yes	Registration - \$10.00 Mileage - \$16.43
October 18, 2017	Nancy LeBlanc	New Brunswick	Low Vision & Large Print Pre-K Workshop	Yes	Mileage - \$12.03
November 15, 2017	Kindle Kuriscak	Sea Girt	LA/Writing	No	None
November 15, 2017	Carmen Rodriguez	Sea Girt	District Grade Group Collaborative Session	Yes	None
December 13, 2017	Christine Rice Nancy Knitter	Cranbury	PARCC Strategies and Instruction	Yes – 2	Registration - \$199 Each Mileage - \$9.00 Each
November 29, 2017	Teresa Savage	Neptune	JSUMC Psychiatry Symposium	No	Mileage - \$4.84
November 29, 2017	Kelly Balon	Neptune	JSUMC Psychiatry Symposium	No	Mileage - \$4.68

Student Action

Field Trips

17. 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 2018 (Date TBD)	Cathy Taft Brianna Snel	4 th Grade	Bailey Reed House	History of Manasquan	No	None	None
June 2018 (Date TBD)	Cathy Taft Desiree Faul	4 th Grade	Bailey Reed House	History of Manasquan	No	None	None
June 2018 (Date TBD)	Cathy Taft Pamela Kelly Taylor Ames	4 th Grade	Bailey Reed House	History of Manasquan	No	None	None
June 2018 (Date TBD)	Cathy Taft Meghan Roland Gerald Brown	4 th Grade	Bailey Reed House	History of Manasquan	No	None	None
May 2018 (Date TBD)	Cathy Taft	4 th Grade	St. Catharine's	Spelling Bee	Yes – 1	None	None
December 20, 2017	Cathy Taft Desiree Faul Meghan Roland Gerald Brown Brianna Snel Taylor Ames	4 th Grade	Algonquin Theater	Visual Performing Arts	No	None	Student Funds
May 15, 2018	Cathy Taft Desiree Faul Gerald Brown Meghan Roland Brianna Snel Taylor Ames Nurse – TBD	4 th Grade	Trenton State House	Government Buildings	No	None	Student Funds

May 22, 2018	Katie Kappy Cynthia Kirk Kali Mura Carmen Rodriguez Nurse (TBD)	1 st Grade	Algonquin Theater	“Pete the Cat”. Presentation on children’s book series	No	None	None
May 18, 2018	Katie Kappy Cynthia Kirk Kali Mura Carmen Rodriguez Nurse (TBD)	1 st Grade	Planetarium – OCC	“Stars From My Backyard” Earth Science	Yes – 1	None	None
October 26, 2017	Heather Saake Margaret Polak Teresa Savage Kathleen Stonaker Kelly Balon	Pre-School	Squan Tavern	Tour kitchen & experience working	No	None	None
December 6, 2017	Marie Lauffer	Chorus	Algonquin Theater	Choral Performance Observation	No	None	None
May 4, 2018	Donna Mead Lauren Buss Michelle Sayre Lauren Kelly Nurse (TBD)	2 nd Grade	Allaire Community Farm	Science – Living Things, Animal Habitats	Yes – 1	None	Student Funds
May 22, 2018	Donna Mead Lauren Buss Michelle Sayre Lauren Kelly	2 nd Grade	Algonquin Theater	Language Arts	No	None	Student Funds

Placement of Students on Home Instruction

18. **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

19. **Recommend** approval of the Revised 2017-2018 External Placement list that reflects tuition costs, as per **Document**.

MANASQUAN/SENDING DISTRICTS

General Items

20. **Secretary’s Report**

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 **September 30, 2017** 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 **\$2,449,782.00** 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 **September 30, 2017** 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 **September 30, 2017** per **Document**. (The Treasurer

of School Moneys Report for the month of **September 2017** 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 **September 30, 2017** 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 **SEPTEMBER and OCTOBER** as recommended by the Superintendent of Schools, as per Document.

Purchase Orders for the month of **OCTOBER 2017** 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 **\$1,287,886.31** for the month of **OCTOBER, 2017** be approved. Record of checks (**#41138** through **#41236**), and distributions are on file in the Business Office.

Be it Resolved: that the **Bills (Capital Expense)** in the amount of **\$0** for the month of **OCTOBER, 2017** be approved. Record of checks (**#1076** through **#1076**), and distributions are on file in the Business Office.

Confirmation of **Bills (Current Expense)** for **SEPTEMBER, 2017** at **\$2,463,573.46** and checks (**#40918** through **#41137**) and (**Capital Expense**) for **SEPTEMBER, 2017** at **\$785,482.10** and checks (**#1059** through **#1075**).

21. **Recommend** approval of the acceptance of a 2017-2018 Parent-Paid Tuition Student in Grade 11 at the Manasquan High School, at the pro-rated yearly tuition amount of \$7,000, effective on or about Monday, October 23, 2017.
22. **Recommend** approval of the Request for Obsolete Equipment Disposal for a mobile science lab table. This equipment has been determined to be unusable, as per Document.
23. **Recommend** approval of the Plan of Action for the 2018-2019 School District Budget, as per Document.
24. **Recommend** approval of the NJQSAC Statement of Assurance for the 2017-2018 school year, as per Document.
25. **Recommend** approval of the acceptance of the Proposal for Construction Testing and Inspection Services for the Addition and Renovations to Manasquan High School from Underwood Engineering, in the estimated amount of \$74,500. (pending attorney review)
26. **Recommend** approval of Inclusive Technology Solutions,LLC to provide 4 hours of assistive technology support to student # 22271 at a rate of \$110.00 per hour. (not to exceed \$440.00).

27. **Recommend** approval of the Facility Rental Agreement with the Atlantic Club for the 2017-2018 Manasquan High School Swim Team practices and swim meets, in the amount of \$15,710, as per **Document** _____.
28. **Recommend** approval of the **Curriculum list** for the **2017-2018** School Year as per **Document** _____.
29. **Recommend** approval of the New Jersey Healthy Communities Network grant application.
30. **Recommend** approval of the Resolution of Support Authorizing the Submission of a Sustainable Jersey for Schools Grant Applications as per **Document** _____.
31. **Recommend** approval for Francis Peters, an Occupational Therapy Assistant from Thomas Jefferson University, to work under district Occupational Therapist for a Level I fieldwork experience for a total of 36 hours from November 11, 2017 to January 19, 2018.
32. **Recommend** approval of an established budget to supplement the prior approved athletic sport of surfing. The board agrees to cover the following:
- Coaches (as per negotiated agreement)
 - Lifeguards
 - Jerseys
 - NSSA Membership
 - State Championship Entry Fee
 - Judges
 - Buses for Meets
33. **Recommend** approval of the second reading and adoption of the following policies, as per **Document**
- P & R 7102 Site Selection and Acquisition

Professional Days

34. **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 23, 24, 2017	Jesse Place	Atlantic City	NJSBA Workshop	No	Mileage - \$42.42 Tolls - \$25.00 Parking - \$20.00 Hotel - \$194.00 Meals/Incidentals - \$96.00
November 2, 2017	Jesse Place Frank Scott	Union	NJ GMIS Cybersecurity Awareness	No	Travel - \$31.25 Each
October 7, 2017	Dorothy Gerlach	Mercer County Park	State Tennis Tournament	No	Travel - \$23.56
October 8, 2017	Dorothy Gerlach	Hamilton	State Tennis Tournament	No	Travel - \$22.63

November 3, 2017	Margaret Polak	Monroeville	Tool Kit for Supervisors of Special Ed.	No	Registration - \$149.00 Mileage - \$22.01
October 25, 2017	Barbara Kerensky	Atlantic City	STEAM TANK Competition	No	None
December 11, 2017	Jesse Place Maria Attilio	Hillsborough	Genesis User Group Mtg.	No	Mileage - \$36.39 Each
December 5, 2017	Susan Lord	Manalapan	Self-Regulation Workshop (CST)	No	Mileage - \$6.60
November 16, 2017	Susan Lord	Mountainside	Facility Tour	No	Mileage - \$16.18
October 25, 2017	Leigh Busco	Eatontown	Substance Use Disorders	No	None
October 3, 2017	Craig Murin	Ocean Township	Supervisors Meeting	No	Mileage - \$9.30
December 7, 2017	Claire Kozic Eric Wasnesky Kevin Hyland Rick Coppola	Scotch Plains	Advisor/Teacher Meeting	Yes - 3	Mileage: \$28.52 Each
October 18, 2017	Cheryl Bontales	Somerset	NJAAP School Health Conference	Yes	Registration - \$195.00 Mileage - \$30.31
November 20, 2017	Barbara Kerensky	Jamesburg	Defining, Designing & Delivering Personalized Inst.	No	None
October 21, 2017 October 22, 2017	Dorothy Gerlach	Middletown	M.C. Tennis Tournament	No	Mileage - \$29.14
December 1, 2017	Jason Bryant	Princeton	NJ Council for History Education	Yes	Registration - \$80.00 Mileage - \$12.09
November 1, 2017	Jesse Place	Freehold	Monmouth County Tech Council	No	Mileage - \$10.91
October 27, 28, 2017	Craig Murin	East Windsor	AMTNJ Conference	No	Registration - \$265.00 Mileage- \$ 19.22

Student Action

Field Trips

35. 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>
October 27, 2017	James Fagen Harry Harvey Jason Bryant Nurse - TBD	History	Brookdale Community College	Speaker on Historical Lesson	Yes - 3	None	Student Funds
October 2017 (date TBD)	James Fagen Jason Bryant	History	NYC	Tour Little Italy & Chinatown	Yes - 2	Bus - \$560	None
October 30, 2017	Jamie Onorato Jamie Mawn Nurse - TBD	Yearbook/Journalism	Rutgers University	Fall Student Press Day Conference	Yes - 2	Bus - \$375	None
November 3, 2017	Kevin Hyland	ECC/Rutgers	Hawkswood School	Training on SE Curriculum	Yes - 1	Bus - \$375	None
October 20, 2017 November 13, 20, 2017 December 9, 2017 January 9, 16, 2018 February 24, 2018				Academic Team		Bus - \$375	

March 8, 15,22, 2018	Lisa Crowning	Academic Team	Various Locations	Competition	Yes – 1	Each Date	None
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Placement of Students on Home Instruction

36. 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:

#183615	Grade 12	September 26, 2017 - October 26, 2017 (Medical)
#182261	Grade 12	September 27, 2017 - October 27, 2017 (Medical)
#2334	Grade 10	October 16, 2017 - December 22, 2017 (Medical)

Financials

37. Recommend acceptance of the following **High School Central Funds Report** for the month ending **September 30, 2017 as per Document.**

38. Old Business/New Business

39. Public Forum

40. 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 (Grievance Hearing)
- 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, Leave of Absence, Resignation)
- 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

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

MANASQUAN/SENDING DISTRICTS

Personnel

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

43. **Adjournment**

Motion to Adjourn