

**BOARD OF EDUCATION**  
Borough of Manasquan

*The Regular Open Business Meeting of the Manasquan Board of Education was held in the Manasquan High School Auditorium on Thursday, November 21, 2013.*

*Mr. Dan Roberts, Board Attorney, addressed the Board and public and noted that at 7:00 p.m. a quorum was not present to allow for the opening of the meeting. He said that at this time the Board would conduct the student recognition portion of the meeting.*

Call to Order

**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**

Roll Call

**3. Roll Call**

<i>Julia Barnes (Brielle) - absent</i>	<i>Linda DiPalma - arrived 7:20</i>	<i>Michael Shelton - absent</i>
<i>Thomas Bauer - absent</i>	<i>Mark Furey (Belmar) - absent</i>	<i>Katherine Verdi</i>
<i>Jack Campbell - absent</i>	<i>Michael Forrester (SLH)</i>	<i>James Walsh - absent</i>
<i>Kenneth Clayton</i>	<i>Thomas Pellegrino</i>	<i>Patricia Walsh</i>

*Also present: Renae LaPrete, Interim Superintendent; Dominic V. Carrea, Interim Business Administrator/Board Secretary; Dan Roberts, Board Attorney; Andrea Mahon, Recording Secretary; Joyce Pegler, Student Representative*

*Mrs. Walsh requested that everyone join in the Pledge of Allegiance.*

Pledge of  
Allegiance

*Ms. LaPrete and Mrs. Walsh distributed certificates to the students being recognized for receiving a perfect score on last year's NJASK test. She introduced the students and congratulated them on this achievement. Ms. LaPrete thanked Mrs. Graziano, Mr. Kirk and all of the teachers at Manasquan Elementary School for a great job.*

Presentations

*Ms. LaPrete introduced and congratulated the Elementary School Student of the Month for October – Jenna Stanley.*

*Ms. LaPrete spoke on the Rotary Breakfast sponsored by the Spring Lake/Brielle Rotary that she and Mr. Coppola attended this morning at which time the four high school students of the month of October were honored. She introduced and congratulated the following high school students of the month of October: Freshman, Madison Harkness; Sophomore, Madeline Monaco; Junior, Eric Dzenis and Senior, Amy Conover. Ms. LaPrete explained that the senior student of the month recommends the Teacher of the Month and Amy Conover selected Mr. Craig Murin.*

*Ms. LaPrete recognized and congratulated Mrs. Sharon Hawryluk, who was selected as the September High School Teacher of the Month.*

*Mr. Carrea, Interim Business Administrator/Board Secretary called the meeting to order. He asked as the president pro-tem for the Board to nominate someone to serve as the chair for the remainder of the meeting.*

*Motion was made by Mr. Pellegrino, seconded by Mrs. Verdi, and to have Mrs. Walsh conduct the meeting.*

Motion to  
select Mrs.  
Walsh to  
conduct  
meeting

*Ayes (6), Nays (0), Absent (6) Mrs. Barnes, Mr. Bauer, Mr. Campbell, Mr. Furey, Mr. Shelton, Mr. Walsh*

**Motion Carried**

*Mr. Roberts explained that the above procedure is taking place due to the absence of the President and Vice-President and pursuant to Board Bylaws 0164 the remaining members of the Board must pick a temporary president this evening to conduct business.*

*Mrs. Walsh asked that the minutes reflect that Mrs. DiPalma has joined the Board.*

*Mrs. Walsh read the Mission Statement and Statement to the Public.*

**4. Mission Statement**

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

Mission  
Statement

**5. Statement to the Public**

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

Statement to  
The Public

*Mrs. Walsh asked for a motion to accept the minutes.*

**6. Acceptance of Minutes**

**Recommend** acceptance and approval of the minutes of the Regular Open Business Meeting and Closed Executive Session of October 17, 2013, Special Meeting of October 29, 2013, Special Action Meeting and Closed Executive Session of November 4, 2013 and. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exist.

Minutes

*Motion was made by Mrs. Verdi, seconded by Mr. Pellegrino, to approve the minutes as specified in **Item #6.** (MEB/SDR)*

*Discussion: None*

*Roll Call Vote:*

*October 17, 2013 – Ayes (5), Nays (0), Abstain (1) – Mrs. Verdi*

*October 29, 2013 – Ayes (5), Nays (0), Abstain (1) – Mrs. Walsh*

*November 4, 2013 – Ayes (4), Nays (0), Abstain (2) Mr. Forrester & Mrs. Verdi **Motion Carried***

*Ms. LaPrete presented the Superintendent's Report.*

*Mrs. Walsh asked for a motion to approve the Superintendent's Report.*

Superintendent  
Report

**7. Superintendent's Report & Information Items**

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

- Enrollment – **Document A**
- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports–**Document B**
- HIB Report – **Document C**

Superintendent  
Report  
(continued)

*Motion was made by Mr. Pellegrino, seconded by Mr. Clayton, to approve the Superintendent's Report – **Item #7.** (MEB/SDR)*

Approval of  
Superintendent  
Report

*Discussion: None*

*Roll Call Vote: Ayes (6), Nays (0)      **Motion Carried***

*The following presentations were addressed at the start of the meeting.*

**8. Presentations**

- **High School Students of the Month for October** – Amy Conover – Senior, Eric Dzenis – Junior, Madeline Monaco – Sophomore, Madison Harkness – Freshman
- **Elementary Student of the Month for October** – Jenna Stanley
- **High School Teacher of the Month – September** - Sharon Hawryluk
- **High School Teacher of the Month – October** – Craig Murin
- **NJASK Perfect Scores**

*Mrs. Walsh asked Ms. Pegler to give the Student Board Representative Report*

**9. Student Board Representative Report – Joyce Pegler**

Student  
Representative  
Report

*Ms. Pegler reported the following high school activities:*

*Homecoming Dance on Friday, November 22<sup>nd</sup> that will kick off homecoming week with hallway and float decorating  
Pep Rally, Powder Puff and bonfire on Wednesday, November 27th  
Penny Wars contest  
T-shirt design contest  
Health Careers Club workshop on producing aromatherapy scrubs  
Student/Teacher basketball fundraiser*

**10. Board Committee Reports**

Board  
Committee  
Reports

*Personnel Committee: Mrs. Walsh reported on a meeting that was held on November 13, 2013. She elaborated on the fingerprinting procedure.*

Personnel

*Finance Committee: Mr. Clayton reported on a meeting that was held on November 19, 2013.*

Finance

*Buildings & Grounds Committee: Mr. Carrea reported on a meeting that was held on November 19, 2013.*

Building &  
Grounds

*Athletic and Community Relations Committee: Mr. Pellegrino reported on a meeting that was held on October 29, 2013. He provided information on ticket sales and parking details for the Thanksgiving Game.*

Athletic &  
Community  
Relations

*Policy Committee: Ms. LaPrete reported on a meeting that was held on November 13, 2013.*

Policy

*Education, Curriculum & Technology Committee: Mrs. DiPalma reported on a meeting that was held on November 13, 2013.*

Education,  
Curriculum &  
Technology

*A copy of the above committee meeting minutes will be included in the formal minutes.*

*Mrs. Walsh opened the Public Comment on Agenda Items portion of the meeting and read the following statement. She pointed out that as a result of not having a full quorum the Board will not be acting on any Manasquan/Sending District motions.*

**11. Public Comment on Agenda**

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

*Seeing no comments from the public, Mrs. Walsh moved on to the Manasquan motions.*

**MANASQUAN**

*Mrs. Walsh asked for a motion to approve General Items # 12 through #16.*

**General Items**

- 12. Recommend** approval of the 2nd Reading of Revised Manasquan Board of Education Bylaw #0166 – Executive Session.
- 13. Recommend** approval of the 1<sup>st</sup> Reading of Revised Manasquan Board of Education Policy #5600 - Pupil Discipline/Code of Conduct as per **Document D.**
- 14. Recommend** approval of the 1<sup>st</sup> Reading of Revised Manasquan Board of Education Regulation #5600 - Pupil Discipline/Code of Conduct as per **Document E.**
- 15. Recommend** approval of disposal of the following surplus cafeteria tables at MES:
  - 14 Sico model TBB10 tables 10' in length
  - 3 Sico model TBC12 12' in length
- 16. Recommend** approval to donate the following surplus instructional materials to Point Pleasant Borough School District:
  - “ESL K-6 Treasure Chest” (From the Macmillan McGraw-Hill 2007 “*Treasures*” Program)

*Motion was made by Mrs. Walsh, seconded by Mrs. Verdi, to approve Manasquan Motions – **Items #12 through #16.** (MEB)*

*Discussion: None*

*Roll Call Vote: Ayes (5), Nays (0), Absent (4) – Mr. Bauer, Mr. Campbell, Mr. Shelton, Mr. Walsh*  
**Motion Carried**

*Mrs. Walsh asked for a motion to move General Items #17 through #20.*

- 17. Recommend** approval for Amanda Choma to provide behavioral support to a student on an as needed basis for the 2013-2014 SY @ \$40.00 an hour, not to exceed 6 hours per week.

Public  
Comment  
Agenda Items

Manasquan  
Motions  
#12 - #16

2<sup>nd</sup> Reading  
Revised Bylaw  
#0166

1<sup>st</sup> Reading  
Revised Policy  
#5600

1<sup>st</sup> Reading  
Revised Reg.  
#5600

Disposal of  
Surplus  
Cafeteria  
tables

Donation of  
Surplus  
Instructional  
Material

Motion to  
approve  
Manasquan  
Motions #12 -  
#16

Manasquan  
Motions #17 -  
#20

A.Choma,  
Behavioral  
Support

18. **Recommend** approval of the appointment of Maureen Kelly, as an independent contractor/psychologist at a rate of \$300.00 a day for 2 days a week for the 2013-2014 SY.
19. **Recommend** approval of the following Meeting Schedule of the Manasquan Board of Education. All meetings will take place at 7:00 P.M. in the Manasquan High School Auditorium unless otherwise noted:  
**January 9, 2014 – Annual Reorganization Meeting**  
**January 23, 2014, February 20, 2014, March 20, 2014, April 24, 2014, May 22, 2014, June 19, 2014**
20. **Recommend** approval of a Joint Transportation Agreement arranged through the Salem County Cooperative Transportation Program with the Salem County Special Services School District for the 2013-2014 School Year as follows:  
Route#Y908- Brookfield Academy in Cherry Hill, NJ (Delaware City Bus Co.) 1 student @ \$75.14 Per diem (13,525.20 annually)

*Motion was made by Mrs. Walsh, seconded by Mr. Pellegrino, to approve Manasquan Motions – Items # 17 through #20. (MEB)*

*Discussion: None*

*Roll Call Vote: Ayes (5), Nays (0), Absent (4) – Mr. Bauer, Mr. Campbell, Mr. Shelton, Mr. Walsh*

**Motion Carried**

*Mrs. Walsh asked for a motion to move General Items # 21 through #25.*

**Personnel**

21. **Recommend** approval of the request for **Teresa Savage** to work as a Part Time School Psychologist – 2 days a week - for the 2013-2014 SY beginning November 1, 2013 at Step 5D pro-rated 37.5%, \$8,400.00 through February 28, 2014. (Previously approved on a full time basis at Step 5D - \$56,000.00)

22. **Recommend** approval of the updated steps and salaries of the following faculty and staff:

<b><u>Theresa Innarella</u></b>	-	Step 4D - \$53,500.00 - employee obtained Masters + 30 since prior approval on October 17, 2013
<b><u>Cynthia Kirk</u></b>	-	Step 15B - \$85,900.00 + \$500.00 longevity – employee previously approved on October 17, 2013 at correct dollar amount but at incorrect step
<b><u>Ryan Lewis</u></b>	-	Step 1 - \$34,165.00 + \$2,847.00 night bonus – employee previously approved on October 17, 2013 at correct salary but incorrect night bonus

**Paraprofessionals\***

<b><u>Sandra Collins</u></b> (Instructional)	-	Step 4 - \$19.88/hour – 7 hours
<b><u>Pamela Craig</u></b> (Instructional)	-	Step 4 - \$19.88/hour – 7 hours
<b><u>Erica DeWitte</u></b> (Clerical)	-	Step 1 - \$18.23/hour – 4 hours
<b><u>Nancy LeBlanc</u></b> (Instructional)	-	Step 4 - \$19.88/hour – 7 hours
<b><u>Elizabeth McLaughlin</u></b> (Instructional)	-	Step 4 - \$19.88/hour – 7 hours
<b><u>Patricia Triggiano</u></b> (Instructional)	-	Step 4 - \$19.88/hour – 7 hours
<b><u>Kimberly Verlangieri</u></b> (Clerical)	-	Step 2 - \$18.53/hour – 4 hours
<b><u>Madonna White</u></b> (Clerical)	-	Step 4 - \$19.88/hour – 6.50 hours

\*The updated hourly rates reflect no change in the approved 2013-2014 total salaries

*M. Kelly,  
Psychologist*

*January – June  
2014 Meeting  
Schedule*

*Transportation  
Jointure  
Agreement  
Salem County  
Cooperative  
Trans. Program*

*Motion to  
approve  
Manasquan  
Motions #17 -  
#20*

*Manasquan  
Motions #21 -  
#25*

*T. Savage, P.T.  
Psychologist*

*Updated Steps  
and Salaries*

**23. Professional Days**

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

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
1 <sup>st</sup> Friday of each month during the 2013-2014 SY	Nancy Sanders	Location changes monthly	Sending Districts Counselors meetings	No	None
November 21, 2013	Nancy Sanders	Avon Elementary	Affirmative Action Officer Training	No	\$30 registration \$3.10 mileage
December 6, 2013	Tom Russoniello	Eatontown	Strategies and techniques for PARCC preparation	Yes	\$149 registration \$8.06 mileage
December 12, 2013	Erin Saponara	Monroe Township	Legal One: Counseling the Bully	No	\$75 registration \$20.21 mileage
December 9, 2013	Alissa Fleming	West Orange	Northeast Conference for School Based SLPs	No	\$229 registration \$36.58 mileage
January 29, 2014	Lorissa Voorhees	Millstone	LDTC Consortium	No	\$14.88 mileage

E. S.  
Professional  
Days

**24. Field Trips**

Recommend approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
November 15, 2013	Erin Saponara	8 <sup>th</sup> Grade Peer Leaders	First Presbyterian Church, Manasquan	Students will be trained by high school peer leaders	No	None	None
April 29, 2014	Desiree Faul	4 <sup>th</sup> Grade	Trenton	To enhance the study of NJ	No	\$480 transportation	
April 25, 2014	Robert Markovitch	7 <sup>th</sup> Grade	Six Flags Great Adventure, Jackson	Physics, Math and Science Day	No	None	Students
May 9, 2014	Katie Kappy	1 <sup>st</sup> Grade	Planetarium	To enhance science curriculum	No	None	Students
May 27, 2014	Mary VanWickle	Kindergarten	Algonquin Theater	To attend a theater production	No	None	Students

E. S. Field  
Trips

**25. Placement of Students on Home Instruction**

No placements at this time.

Home  
Instruction  
(N/A)

Motion was made by Mrs. Walsh, seconded by Mr. Pellegrino, to approve Manasquan Motions – Items #21 through #25. (MEB)

Discussion: None

Roll Call Vote: Ayes (5), Nays (0), Absent (4) – Mr. Bauer, Mr. Campbell, Mr. Shelton, Mr. Walsh

Motion Carried

Motion to  
approve  
Manasquan  
Motions #21  
#25

*Mrs. Walsh asked for a motion to move General Item # 26.*

**Secretary's Report**

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

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

- A) The Business Administrator/Board Secretary certifies that as of **October 31, 2013** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

**Be It Resolved:** Pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **October 31, 2013** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

**Recommend acceptance** of the **Secretary's Financial & Investment Report** and the **Treasurer's Report**, for the month ending **October 31, 2013** per **Document F**. (The Treasurer of School Moneys Report for the month of **October 2013** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6:20-2A.10(e), we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **October 31, 2013** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2013-2014 budgets** for **October and November** as recommended by the Superintendent of Schools, as per **Document F**.

- B) Recommend **acceptance** of the **Elementary School Central Funds Report** for the month ending **October 31, 2013** as per **Document G**.

- C) **Purchase Orders** for the month of **November 2013** be approved, as per **Document H**.

- D) Recommend **acceptance** of the **Cafeteria Report** as per **Document I**.

- E) **Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,555,150.84** for the month of **November 2013** be approved. Records of, checks (**#33644- #337333**) and distributions are on file in the Business Office.

- F) **Confirmation of Bills (Current Expense)** for **October 2013** at **\$2,072,412.11** and checks (**#33487- #33643**).

*Motion was made by Mrs. Walsh, seconded by Mr. Clayton, to approve Manasquan Motion – **Item #26.** (MEB)*

Manasquan  
Motion #26

Secretary's  
Certification

Acceptance of  
Secretary's  
Certification

Secretary's  
Financial &  
Investment  
Report  
Document F

Budget  
Certification  
Document F

E.S. Central  
Funds Report  
Document G

Purchase  
Orders – Doc. H

Cafeteria  
Report – Doc. I

Bills

Confirmation  
of Bills

Motion to  
Approve  
Manasquan  
Motion #26

Discussion: None

Roll Call Vote: Ayes (5), Nays (0), Absent (4) – Mr. Bauer, Mr. Campbell, Mr. Shelton, Mr. Walsh

Motion Carried

Mr. Pellegrino asked if the Board would have a special meeting since there are many appointments that require a Manasquan/Sending District quorum. The Board Attorney confirmed that a special meeting would have to be scheduled to address these items. Mrs. LaPrete would survey the Board and schedule this meeting.

No action taken on Manasquan/Sending District – General Items #27 through #40.

Manasquan/  
Sending  
District  
Motions

No action  
taken

## MANASQUAN/SENDING DISTRICTS

### General Items

27. **Recommend** acceptance of funds in the amount of \$220.10 from the purchase of HS obsolete textbooks by Follett Educational Services.
28. **Recommend** acceptance of a donation in the amount of \$2,746.00 from the MHS Girls' Basketball Team for the purchase of Women's Home and Away Uniforms.
29. **Recommend** approval to purchase the additional service of PUBLICACCESSOnline in the amount of \$395.00 to work in conjunction with the district's online Strauss Esmay service. This represents an addendum to the DistrictOnline Contract-PUBLICACCESSOnline with Strauss Esmay Associates, LLP, Toms River, NJ.
30. **Recommend** approval of Dr. Pamela Puryear to provide Special Ed. Services to student #172093 as per recommendation of sending district, 2 x 30 min. per wk., from 9/9/13 to 11/11/13, @ \$35.00 per hour. (Sea Girt responsible for payment)

### Personnel

31. **Recommend** approval for Lisa Gallo to work as a Part Time Payroll Clerk, a minimum of 2 days a week, at a daily rate of \$173.91 beginning December 2, 2013.
32. **Recommend** approval of the appointment of John Driscoll for the following positions for the 2013-2014 SY on an as needed basis:  
Detention Proctor – Tuesday/Wednesday/Thursday – 2:30 P.M. - 4:30 P.M. - \$31.00/hour  
Saturday Detention Proctor – 8:00 A.M. to 12:00 P.M. - \$31.00/hour

33. **Recommend** approval of the updated steps and salaries of the following faculty and staff:

Lou Certo

-Step 8D - \$65,000.00 - employee previously approved on October 17, 2013 at correct step but incorrect dollar amount

Laura Harper

-Step 3M - \$20,200.00 pro-rated 40% - employee previously approved on October 17, 2013 at incorrect pro-rated amount

Harry Harvey

-Step 11M - \$75,130.00 - employee previously approved on October 17, 2013 at correct dollar amount but at incorrect step

Carolyn Treney

-Step 7B - \$57,000.00 - employee previously approved on October 17, 2013 at correct dollar amount but at incorrect step

### Paraprofessionals\*

Wendy Bigley (Clerical)

- Step 4 - \$19.88/hour – 7 hours

Dorothy Gerlach (Clerical)

- Step 4 - \$19.88/hour – 7 hours

Donya Manovill (Instructional)

- Step 4 - \$19.88/hour – 7 hours

\*The updated hourly rates reflect no change in the approved 2013-2014 total salaries



34. **Recommend** approval of the appointment of **Elizabeth Walling**, PLR.HS.LTRP.01.01, as an Instructional Paraprofessional, long term replacement, beginning December 9, 2013 (or sooner) through February 20, 2014 at Step 1 - \$18.23/hour for 7 hours each day. *(Pending criminal history approval)*

### Athletics

35. **Recommend** approval of the following non-paid volunteer(s) for the 2013-2014 SY:

<b>Michael Crann</b>	-	Assistant Wrestling Coach
<b>John Menafr</b>	-	Assistant Wrestling Coach
<b>David Hallion</b>	-	Assistant Boys Basketball Coach
<b>Jackie Bauer</b>	-	Assistant Swim Coach - (pending criminal history background check and substitute certification)

### 36. Professional Days

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

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
October 25, 2013 and March 14, 2014	Lauren Gilbert	Rutgers Univ., Scotch Plains	Teacher meetings	Yes	None
November 13, 2013	Barbara Kerensky	Monroe	PARCC Workshop	No	\$149 registration
December 6, 2013	Jesse Place	Eatontown	NJDOE Presentation on STEM	No	\$149 registration \$6.88 mileage
December 6, 2013	Margaret Polak Robert Kehoe	New Road School, Lakewood	Treatment of common childhood psychiatric disorders	No	\$6.93 mileage
December 16, 2013	Jesse Place	Hamilton	PARCC Technology Readiness Regional meeting	No	\$21.89 mileage

### Student Action

### 37. Field Trips

**Recommend** approval of the field trips listed below:

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Fund</u>
October 26, 2013	Lisa Crowning	Academic Team	Monsignor Donovan High School	To participate in a National History Bowl	No	\$300 transportation	None
November 15, 2013	Jill Santucci	Peer Leaders	First Presbyterian Church, Manasquan	MHS peer leaders will train 7 <sup>th</sup> & 8 <sup>th</sup> grade peer leaders	Yes	None	None
November 27, 2013	Alan Abraham	Band	Mallard Park	Annual Bonfire Parade Performance	No	\$200 transportation	None
December 4 & 11, 2013	Lisa Crowning	Academic Team	Biotech High School	To compete in an academic tournament	No	\$300 transportation each trip	None

Manasquan,  
Sending  
District  
Motions

No action  
taken

January 9, February 20, March 13, April 10, 2014	James Freda	Science	Jackson Liberty High School	NJ Science League tests in Chemistry & Physics	No	\$450 transportation	None
February 22 & 23, 2014	James Fagen	Model UN	Seton Hall Univ.	Model UN Conference	No	\$600 transportation each day	School Acct.
March 2, 2014	Alan Abraham	Band	Belmar	St. Patrick Day Parade	No	\$472 transportation	None
March 8, 2014	Alan Abraham	Band	Seaside Heights	St. Patrick Day Parade	No	\$472 transportation	None
March 11 & 12, 2014	James Fagen	Model UN	St. Peter's Univ.	Model UN Conference	No	\$600 transportation each day	School Acct.
May 24, 2013	Alan Abraham	Band	Bradley Beach	Memorial Day Parade	No	\$400 transportation	None

Manasquan/  
Sending  
District  
Motions

No action  
taken

### 38. Placement of Students on Home Instruction

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

#1660	Spring Lake Heights	Grade 12	October 17, 2013 – November 17, 2013 (Medical)
#151072	Brielle	Grade 11	October 14, 2013 – TBD (Medical)
#161540	Brielle	Grade 10	November 13, 2013 – TBD (Medical)
#171998	Belmar	Grade 9	November 19, 2013 - TBD (Medical)

### 39. Placement of Students Out of District

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#132074	11/11/2013	Collier High School	\$51,332.40 (prorated) Belmar responsible for tuition

### 40. Financials

**Recommend** acceptance of the following **High School Central Funds Report** for the month ending **October 31, 2013** as per **Document 1**.

Public Forum

Mrs. Walsh opened the second Public Forum.

### 41. Public Forum

*Dick Meincke, 36 N. McClellan, Manasquan, representing the Manasquan Taxpayers Association and the Manasquan Concerned Taxpayers, referred to past conversations on the athletic complex and feels that the result of the board election proved that the taxpayers are not in favor of what is proposed at this time. He believes the town is saying that they want a good proposal, detailed estimates and the source of funding. He said that it would not be prudent to remove the bleachers or put in the retaining wall and asked the Board to consider passing a motion to rescind the \$250,000 approval for the retaining wall and the \$2.5 million for the new athletic complex.*

*Mrs. Walsh thanked Mr. Meincke for his comments and pointed out that there is not a quorum this evening and this vote could not be addressed by the Board.*

*Ms. LaPrete said that the bleachers are not coming down until receipt of approval by the state.*

*Michelle LaSala, 44 Parker Avenue, Manasquan, questioned the flow of information with regard to the athletic field project. She commented that it was her understanding based on information she received that the state made the determination that Phase II could not be done in the spring and must be done in the next budget cycle. She asked if this information has been shared with the*

*whole board or just the board leadership. Mrs. LaSala said that there is a disconnect in what the state is telling the board and what the board is telling the public.*

*Ms. LaPrete commented that she believed the Board did receive this correspondence.*

*Ms. LaSala commented that some of the material that was published on the district website after the October 29<sup>th</sup> meeting has no business being on the website. She feels that certain individuals on the board used documents to get back at the public and she is not pleased that this material contains her phone number. She said individuals have asked to have their letters removed and the letters remain with names blacked out. In answer to Ms. LaSala's question, Mr. Pellegrino said he did not see all the documents prior to being put on the website and he did not direct that this information be placed on the website.*

*Mrs. Verdi asked to go on record that she sent an e-mail immediately after this occurred and opposed this nonsense.*

*Mrs. LaSala thanked Mrs. Verdi for her service on the Board.*

*Mrs. Walsh closed the Public Forum seeing no additional questions or comments from the public.*

**42. Old Business/New Business – There was No Old or New Business to come before the Board.**

Old/New  
Business

*Mrs. Walsh said the Board would not be entering into Closed Session and asked for a motion to adjourn.*

**43. Sunshine Law Resolutions**

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

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

1. \_\_\_\_ Matters rendered expressly confidential by state or federal law or a rule of court.
2. \_\_\_\_ Matters in which the release of information would impair a right to receive funds from the United States Government
3. \_\_\_\_ Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy unless the affected individual or his or her parent or guardian shall request in writing that the matter be disclosed at a public meeting.
4. \_\_\_\_ Pending or anticipated negotiations concerning a collective bargaining agreement with the MEA Association.
5. \_\_\_\_ Any matter involving the purchase of real property with public funds, the setting of banking rates or investment of public funds.
6. \_\_\_\_ Any tactics and techniques utilized in protecting the safety and property of the public or any investigations of violations or possible violations of law.
7. \_\_\_\_ Any pending or anticipated litigation or contract negotiations other than collective bargaining contract negotiations in which the Board of Education is or may become a party or any matter falling within the attorney-client privilege to the extent confidentiality is required in order for the attorney to exercise his or her ethical duties as an attorney.
8. \_\_\_\_ Any matter involving the employment, appointment, termination of employment

and the conditions of employment, evaluation or disciplining of any specific employee, unless the individual employee requests in writing that the matter be discussed at a public meeting.

9. \_\_\_\_ Any deliberations that may result in the imposition of a civil penalty or suspension.
10. \_\_\_\_ Any appointment of a public official.

**NOW, THEREFORE, BE IT RESOLVED**, the Manasquan Board of Education will hold a closed executive session immediately. It is anticipated that the closed session will not last longer than \_\_\_\_ minutes. [Action may be taken during the public portion of the meeting following the recess of the executive session] or [the Board of Education will not be returning to public session after the closed session].

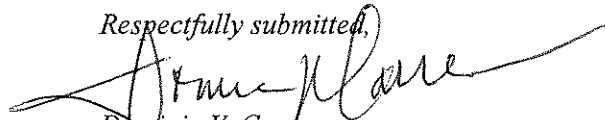
**44. Adjournment**

Motion to Adjourn

*Motion was made by Mr. Pellegrino, seconded by Mrs. Verdi, and carried by roll call vote to approve to adjourn the meeting at 8:00 p.m.*

*Roll Call Vote: Ayes (6), Nays (0)*

*Respectfully submitted,*



*Dominic V. Carlea*

*Interim Business Administrator/Board Secretary*

*Adjournment*

# PERSONNEL COMMITTEE MEETING

NOVEMBER 13, 2013

5:30 P.M.

## Minutes

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

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

### Old Business – NONE

### New Business

#### 1. Part Time Positions

- Teresa Savage – Elementary School Psychologist was on maternity leave and returned November 1<sup>st</sup>. Maureen Kelly replaced Teresa during that time. Ms. Savage wanted to come back part time 2 days per week. Mrs. Kelly was willing to work 2 days instead of 4 days. We now have 2 part time employees (2days per week each) working in our district. Ms. Savage will not receive benefits due to being part time status. The savings to the district will be \$21,685.00 through June 30, 2014.
- Lisa Gallo – Payroll Clerk – Lisa was our payroll clerk and resigned from her position due to child care. Dominic Carrea met with Lisa to see if she was interested in working part time. Lisa agreed to work a minimum of 2 days per week beginning December 2<sup>nd</sup> at her previous daily rate of pay which is \$173.91. The committee approved the recommendation. We will move to our next Finance meeting.

#### 2. Stipend Positions

- John Driscoll – approval needed for after school detention and Saturday detention proctor at \$31.00/hour.
- Amanda Choma – currently a psychology intern – recommended to approve her as an after school home therapist at \$40.00/hour for a maximum of 6 hours per week for one of our autistic students.

#### 3. Salaries Amended – Andrea Mahon and Kim Read have reviewed steps/salaries since the salary guides have been approved. The following needs to be amended:

- Lou Certo - High School Social Studies Teacher – salary was incorrect
- Theresa Innarella - Elementary School Special Education Teacher, from Step 4M - \$51,500.00 to Step 4D - \$53,500.00 (Masters + 30) to reflect change in degree.
- Laura Harper – High School French Teacher – prorated time was incorrect – works 40% not 20%
- Incorrect Steps but correct salary – Harry Harvey, Carolyn Treney, Cynthia Kirk (see board agenda)
- Ryan Lewis – Night Custodian – night bonus was incorrect
- Paraprofessionals – hourly rates were incorrect

#### 4. Leave Replacement

- Elizabeth Walling – recommended for paraprofessional medical leave replacement

#### 5. Volunteer

- Michael Crann – Volunteer Wrestling Coach was discussed in Athletic Committee Meeting. He will be on the agenda for board approval.
- Jackie Bauer – Volunteer Assistant Swim Coach – will be placed on agenda pending criminal history background check and substitute certification.

#### 6. Nurses Request

- Miss LaPrete explained that the nurses asked to meet with her regarding their job description and the voluminous amount of paperwork needed to be completed throughout the school year (screenings/referrals/I&RS meetings, etc). There was a discussion about providing some support for both nurses. Miss LaPrete will meet with Mr. Coppola and Mrs. Graziano and provide assistance ( a substitute nurse, 2 days a month) as needed. A request for a part time (20 hours a week) will be requested in the 2014-2015 school budget. Committee agreed their request will be discussed with the Finance Committee when doing the budget.

#### 7. Budget 2014-2015 – Discussion

- Miss LaPrete prefaced that all 2014-2015 budget requests will go through Finance
- Mr. Coppola, Mrs. Graziano and Mrs. Polak reviewed positions they will be requesting in the 2014-2015 budget

#### 8. Other

- Hiring employees pending criminal history background check – we will be placing employees on the board agenda, stating pending criminal history approval (see next item)

- Hiring volunteer assistant swim coach – Miss LaPrete explained that we should place potential employees on the agenda for approval to include pending criminal history background check in order to save time.
  - **Request for teachers to supervise 7 periods for open lab at lunch and recess**  
Presently our special education staff supervises lunch and recess periods. They now are needed to work with special education children due to IEP changes. This leaves a void for 7 periods of coverage. The recommendation is to post internally for our staff to cover these periods. Committee approved to move forward to Finance, if all ok, we will post.
- 
- **Next meeting is Wednesday, December 11th at 5:30 P.M.**

# Minutes

## FINANCE COMMITTEE MEETING

### November 19, 2013 (6pm -7:35pm)

Finance Chairperson: Michael Shelton

Committee Members: Tom Bauer, Ken Clayton, Mark Furey, Jack Campbell (A)

Administrators: Renae LaPrete, Dominic Carrea

Present: Ken Clayton, Mark Furey, Renae LaPrete, Dominic Carrea

#### Old Business:

1. **Demographic Report** – Final payment will be made upon update, completion and submission of final report to the Board.
2. **New Salary Guides**- were approved by both the MEA and the Board on October 17, 2013. Mr. Carrea stated that retro pay thru 10/31/13 is planned for payment by the end of this month
3. **RFP for Custodial and Grounds** –Mr. Carrea stated that an RFP for Grounds was approved by the Board on 12/18/12. The RFP was postponed until the after the conclusion of negotiations. However if the Board wishes to now solicit proposals for both Custodial and Grounds Services he advised that a new resolution would have to be approved by the Board. After some discussion the Committee agreed to postpone further discussion of a new RFP until after the new Board reorganizes.
4. **RFP Banking Services** –Mr. Carrea reviewed the attached letter from Elizabeth Ealie, VP of Wells Fargo summarizing the account changes that were made since January 2013 and most recently this month which resulted in a savings of more than \$1000 per month in bank charges. Based on the dramatic reduction in service fees the Committee agreed to not soliciting an RFP for bank services.
5. **RFP Health Insurance Broker** – Mr. Carrea reviewed the Commissions Summary for the period 7.1.13-6.30.14 paid to Brown and Brown, our Insurance Broker of Record, by Horizon BCBS of NJ. After some discussion the Committee asked Mr. Carrea to negotiate a reduction in their Commission fees. The Committee also asked that Gary Goldfarb, VP of Brown and Brown be invited to the December Finance Committee meeting.
6. **Audit for FY ending June 30, 2013** – Mr. Carrea reported that he received a draft copy of the audit report or CAFRA (Comprehensive Annual Financial Report) last Wednesday for final review. By statute the CAFRA will be submitted to the Department of Education by December 5, 2013. Prior to that date the Board will receive bound copies. This will give the Board sufficient time to review the CAFRA before the December Board Meeting. At that meeting Mr. Robert Hulsart, Board Auditor, will discuss the CAFRA, and answer any Board questions before they vote to formally accept the CAFRA for the FY ending June 30, 2013.
7. **The New Jersey Cares Update** –
  - a. Work completed-On Saturday, October 12, 2013 they painted the Elementary Vice principal's Office and Teachers' Room

- b. Work to be done- Deliver and assemble chairs for the faculty room, furnish and install fence in front of the culvert and new playground equipment, painting game lines on the blacktop including a large US map, 4 square, and hopscotch and basketball keys, painting the warrior head logo on the brick wall outside the stairs that lead to the girls locker room. Painting designs will be pre-approved by the District prior to any work being done.
  - c. **Update: On December 7, 2013 the new playground equipment will be installed by Jersey Cares at MES**
8. **Status of Door ROD Grant and Other ROD Grants** – Funding determination is expected from the State during the first week of December.
9. **Softball Field Issue:**  
Mr. Carrea reported that he spoke with Vince Krill from Boynton and Boynton , our property Insurance agent of record, regarding the purchase of a property rider to cover damages to adjacent property owners. Our new carrier SAIF (School Alliance Insurance Fund) denied our request for coverage on the conditions of the reinsurance guidelines for their insurance program. Mr. Krill further stated that the property owner in question should submit a claim for damages to his own homeowner's insurance carrier. It is common practice for the homeowner's insurance carrier to waive the deductible based on a Title 59 declination. Mr. Carrea was asked to write a letter to the impacted homeowner to this effect
10. **Tree Removal, Re-grading and Fencing Costs**  
a) With the decision not to take the tree down by the Board office alternative engineering solutions to the flooding issue need to be developed.
11. **Second amendment to the MATRIXNEWORLD contract** – regarding the Athletic Complex Project has not been approved to date: \$21,000.00 (Bid Phase \$4,000.00, Limited Construction Support Services \$14,500.00, Estimated Direct Expenses \$2,500.00)- **Approval of this project is on hold until project approval is received from the State.**
12. **Systems 3000 Automated Employee Portal** – Mandatory Direct Deposits for all Employees P.L. 2013 Chapter 28 is effective 7/1/14.  
a) The initial set up will cost approximately \$3000  
b) There will be an annual cost of \$8.95 per employee for 24 paystubs and 1 W-2
- Mr. Carrea recommended that the Board approved the Systems 3000 proposal.

## **New Business**

1. **Part-time payroll clerk** - Mr. Carrea explained the immediate need to hire a part time payroll clerk to temporarily fill the full time vacancy that has existed since July. After some discussion the Finance Committee concurred with the recommendation made by the Personnel Committee to appoint Lisa Gallo to this position a minimum of 2 days a week at a daily rate of \$173.91. Ms. Gallo was the former full time payroll clerk.



2. **Approval of Joint Transportation Agreement # Y908-** With Salem County Special Services School District to Brookfield Academy, Cherry Hill, NJ (See resolution at the end of the Minutes)
3. **Security System Upgrade-** Both Mr. Carrea and Superintendent LaPrete spoke in support of funding this proposal in the amount of \$11,581.92 as submitted by Tim Clayton, School Resource Office, and presented to the Buildings and Grounds Committee earlier tonight. The upgrade is for the purchase of a new two way radio system consisting 10 portable radios with repeater and antenna.

Mr. Clayton and the Administration have been in constant communication with the Manasquan Police Department throughout this upgrade process and enjoy a great working relationship with them.

4. **Environmental Testing Costs-** After some discussion the Committee agreed not to request reimbursement of funds from the Planning Board for the cost of additional site investigation work recently conducted by Matrix New World at this point in time. . The cost of this additional work was \$7215.
5. **Business Administrator Vacancy-** - The Committee asked that the BA Search Committee meet to re-interview selected candidates in early December.
6. **Outstanding professional services appointments -** The Committee received and reviewed a proposal that Mr. Carrea received yesterday from Holman, Frenia and Allison, PC regarding auditing services for the 2013-2014 school audit. The Committee asked that for comparative purposes Mr. Carrea solicit a proposal from the current auditor, Robert Hulsart and Co.
7. **Monthly Reports –** The monthly Check Register, Purchase Order Report and Board Secretary's Report were previously given to the committee for their review.
8. **Other Items for discussion pertaining to this Committee-**

Superintendent LaPrete reviewed the November Personnel agenda items which required Finance Committee approval. Approval was granted for these agenda items.

9. **Clerical Responsibilities at Public Board Meetings/Executive Sessions-** The need to assign Sandi Freeman and Andrea Mahon additional clerical responsibilities/services at Board Meetings at a rate of \$30/hr. was discussed by Superintendent LaPrete. The Finance Committee approved additional payment for these services.

## **PROPOSED RESOLUTIONS FOR NOVEMBER 21, 2013 AGENDA**

- 1. Recommend** acceptance of fund in the amount of \$220.10 from the purchase of HS obsolete textbooks by Follett Educational Services.
- 2. Recommend** acceptance of a donation in the amount of \$2746.00 from the MHS Girls' Basketball Team for the purchase of Women's Home and Away Uniforms.
- 3. Recommend** approval of a Joint Transportation Agreement arranged through the Salem County Cooperative Transportation Program with the Salem County Special Services School District for the 2013-2014 School Year as follows:  
Route#Y908- Brookfield Academy in Cherry Hill, NJ (Delaware City Bus Co.) 1 student @ \$75.14 Per diem (13,525.20 annually)
- 4. Recommend** approval to purchase the additional service of PUBLICACCESS*Online* in the amount of \$395.00 to work in conjunction with the district's online Strauss Esmay service. This represents an addendum to the DistrictOnline Contract-PUBLICACCESS*Online* with Strauss Esmay Associates, LLP, Toms River, NJ.

# Minutes

## **BUILDINGS AND GROUNDS COMMITTEE MEETING**

**November 19, 2013 (5pm-6pm)**

Buildings and Grounds Chairperson: Tom Bauer

Committee Members: Michael Shelton, Jack Campbell, Michael Forrester, Pat Walsh (A)

Administrators: Renae LaPrete, Dominic Carrea, Bernie Bigley

Present: Michael Forrester, Renae LaPrete, Dominic Carrea, Bernie Bigley

### **Old Business:**

1. **The High School Door Project** remains on hold until we receive notice of approval of ROD Grants.
2. **Other ROD Grant Applications** – Funding determination is expected from the State during the first week of December
3. **The RFP for Janitorial and Grounds** – Discussion postponed until the next B&G meeting. However the issue will be discussed at tonight's Finance Committee meeting.
4. **Softball Field Issue:** Mr. Carrea reported that he spoke with Vince Krill from Boynton and Boynton, our property Insurance agent of record, regarding the purchase of a property rider to cover damages to adjacent property owners. Our new carrier SAIF (School Alliance Insurance Fund) denied our request for coverage on the conditions of the reinsurance guidelines for their insurance program. Mr. Krill further stated that the property owner in question should submit a claim for damages to his own homeowner's insurance carrier. It is common practice for the homeowner's insurance carrier to waive the deductible based on a Title 59 declination. Mr. Carrea was asked to write a letter to the impacted homeowner to this effect.
5. **Mosquito Commission Agreement**
  - a) Written request and repeated phone calls are being made to the County to complete creek cleanup work between MES and the storage building.
  - b) Removal of vegetation along the fence is ongoing but the field is clearly visible from the fence now. Received estimate from contractor to completely remove brush and trees along the stream from Broad Street to 20 feet beyond gate in back parking lot.
6. **Tree Removal, Re-grading and Fencing Costs**
  - a) With the decision not to take the tree down by the Board Office alternative engineering solutions to the flooding issue need to be developed.
7. **Tennis Courts:**
  - a) The courts were power washed this year. Resurfacing of the courts will be scheduled in June with All Star Tennis at a cost of \$23K. The cost of this project will be shared with the town.
8. **MES Fencing/Installation -**
  - a. The fence by the garden plots will be replaced and funded by the PTO.

- b. The fence in front of the culvert will be replaced by New Jersey Cares at no cost to the district.
- 9. **School Dudes** – has been replaced with an in-house maintenance system on October 31, 2013.
- 10. **The New Jersey Cares-**
  - a. Work completed- On Saturday October 12, 2013 they painted the Elementary Vice Principal's Office and Teachers Room.
  - b. Work to be done at MES - Deliver and assemble chairs for faculty room, furnish and installation of the fence described above in 8b and new playground equipment, painting game lines on the blacktop, including a large US map, 4 square, and hopscotch and basketball keys, painting the warrior head logo on the brick wall outside the stairs that lead to the girls locker room. Painting designs will be pre-approved by the District prior to any work being done. **Update: On December 7, 2013 the new playground equipment will be installed by Jersey Cares at MES.**

11..**Matrix New World Contract-** approval of second amendment to contract regarding HS Athletic Field Complex **not** approved to date:\$21,000 (Bid Phase-\$4000); limited construction support services-\$14,500, estimated direct expenses - \$2500 **Approval of this amendment is on hold until project approval is received from the State.**

### **New Business:**

- 1. **Security system upgrade-** Tim Clayton, School Resource Officer, presented a proposal for the following upgrades to our district security system:
  - a. Wave Security System – additional 10 Virtual Buttons at total cost of **\$200.**
  - b. New two way radio system- 10 portable radios (\$362.25 per)with repeater and antenna(\$7929.42) at a total cost of **\$11,581.92** (State Pricing)

Mr. Clayton and the Administration have been in constant communication with the Manasquan Police Department throughout this upgrade process and enjoy a great working relationship with them.

- 2. **Matrix New World additional site investigation-** The Committee reviewed the Summary of Soil Sampling Activities dated November 6, 2013 from Matrix New World. Based on the analytic results, there were no VOCs detected in the soil or field blank samples. Therefore no further investigation is recommended. The cost of this additional work by Matrix was \$7215.
- 3. **Surplus Cafeteria tables-** Mr. Carrea recommended that the Board approve the disposal of 17 old cafeteria tables at the Elementary School. They were manufactured by Sic0 and purchased in 1991. There are 14 model TBB10 tables 10 feet in length and 3 model TBC12 which are 12 feet long.
- 4. **Other matters pertaining to this committee.-** None

## **PROPOSED RESOLUTIONS FOR November 21, 2013 AGENDA**

1. Recommend approval of disposal of the following surplus cafeteria tables at MES:
  - a. 14 Sico model TBB10 tables 10' in length
  - b. 3 Sico model TBC12 12' in length

# ATHLETIC/COMMUNITY RELATIONS COMMITTEE MEETING

## OCTOBER 29, 2013

### Minutes

Attendance: Mr. Pellegrino, (Chairperson), Mrs. DiPalma (Co-Chair), Mr. Campbell, Renae LaPrete, Ron Kornegay, Rich Kirk

**NOTE: Any questions concerning minutes, please contact Renae.**

### Old Business - None

- **AED'S: Automatic External Defibrillator**  
Needs to be approved prior to September 2014

### 1. New Business

- **Ice Hockey Coaching Position**

Mr. Kornegay is recommending Todd Wagenbach. He was one of the 3 candidates interviewed. The candidate played ice hockey at CBA and Trenton State (College of New Jersey) and has a B.S. in Law and Justice. Currently, Todd is the Operation Manager of Howell Middletown Ice World. He is well organized and candidate's knowledge in the sport is outstanding according to Mr. Kornegay.

**NOTE:** A special board meeting is needed. The committee recommended that we place on board agenda for Monday, November 4 at 4:00 P.M.

The NJSIAA has set November 11<sup>th</sup> as a start date for ice hockey, bowling and swimming. We need board approval for November 11<sup>th</sup>. Renae confirmed that the insurance company will not cover the candidate until board approved.

- **Wrestling Coach Volunteer**

Michael Crann – candidate coached last year. The committee recommended to place the candidate on the November 21<sup>st</sup> agenda.

- **Freshman & JV Basketball Clock Concerns**

Mr. Kornegay is investigating the possibility of having our Key Club students operate the clock for the freshman and jv basketball games for service hours.

- **Athletic Uniform Concern**

Mr. Kornegay stated that the uniform cycle is on schedule except for baseball and boys tennis uniforms. As you are aware, we saved money by not having a gymnastics team (coaching stipend, transportation, officials). Mr. Kornegay would like to use this money and apply it to uniforms for boys' tennis and baseball, committee approved. Our uniform schedule will then be up to date.

### **Other**

Lightning Rule – Mr. Kornegay will get more information on this ruling at his next County Athletic Director's Meeting.

**MES Baseball Uniforms** – Mr. Kirk stated that he is on a schedule for his school's uniform cycle. He is meeting with a vendor on November 1, 2013 for MES baseball uniforms.

# **POLICY COMMITTEE MEETING**

## **NOVEMBER 13, 2013**

**7:30 P.M.**

### **Minutes**

Attendance: Julia Barnes (Chairperson), Katherine Verdi (Co-Chair), James Walsh, Tom Pellegrino, Renae LaPrete, Rick Coppola, Don Bramley, Pete Cahill

**NOTE: Any questions concerning minutes, please contact Renae.**

#### **1. Old Business**

- **AED Device Policy / Regulations** – This is a policy which needs to be approved by September 2014. The committee discussed the AED 5300 Policy and Regulation. Miss LaPrete will speak to Mr. Kornegay regarding the number of AED devices needed (portable) to take to practices and games. Presently, we do not have enough. Miss LaPrete will discuss this with the Finance Committee next week. We will update the Policy Committee at the December Committee meeting.
- **Televising Board Meetings** – If Mr. Weisert (teacher) will be televising the meetings for no cost to the board, then the committee agreed to move forward with televising our board meetings. If students are televising the meetings, Miss LaPrete asked who will be supervising them, this is being researched. If this is placed on the agenda for 11/21/13, it will only be recommended for approval with no cost to board.

#### **2. New Business**

- **Policy and Regulation 5600** – The high school administration recommended the following changes to Policy 5600 – Pupil Discipline/Code of Conduct – page 2 of 4 and Regulation 5600 – page 4 of 19 and page 11 of 19 (#24). We will place this on the board agendas for November and December – 2 readings

#### **3. Other**

- **Thunder / Lightning Safety Guidelines** – Miss LaPrete will meet with Mr. Kornegay regarding the NJSIAA procedure concerning lightning. Logistics still need to be worked out for fans and placards need to be posted at all athletic venues.
- **Random Drug Testing Reporting (RDT)** – Beginning at the November 21<sup>st</sup> board meeting, Miss LaPrete will report RDT information under the Superintendent's Report.
- **Proceeding with outstanding policies** – For the future, all policies will be sent electronically for board review. Revisions, if needed and recommended by the committee, will be discussed in committee and highlighted in bold.
- Mrs. Barnes asked about the procedure regarding the Public Records Policy. Miss LaPrete indicated that once an OPRA request is made to the business office, the Business Administrator is to notify the Superintendent and Board President. Miss LaPrete reviewed this with Mr. Carrea who was not aware of the policy.
- Mrs. Verdi recommended that the Board of Education use board emails for only board business and to refrain forwarding board emails from your board email to any other email accounts. She also requested that Mr. Gross speak to the full board in Executive Session in January 2014 with the new board regarding this matter.

- **Next meeting is Wednesday, December 11th at 7:30 P.M.**

# EDUCATION, CURRICULUM & TECHNOLOGY COMMITTEE MEETING

NOVEMBER 13, 2013

6:30 P.M.

## Minutes

Attendance: Linda DiPalma (Chairperson), Katherine Verdi (Co-Chair), Mark Furey, James Walsh, Julia Barnes (Alternate), Renae LaPrete, Rick Coppola, Don Bramley, Pete Cahill, Craig Murin, Barbara Kerensky, Jesse Place, Margaret Polak

**NOTE: Any questions concerning minutes, please contact Renae.**

### **1. Old Business**

- Mrs. Graziano and Mr. Kirk presented the Spring 2013 NJASK Results – report attached
- 30 students will be presented with certificates for receiving perfect scores in LA, Math and/or Science at the November 21<sup>st</sup> board meeting.

### **2. New Business**

- FYI – Our department supervisors have reviewed all Student Growth Objectives (SGO's). Our 2 additional professional days are greatly appreciated. Staff has been working diligently in completing their SGO's. The presenter who provided the workshop said our district is far ahead of many other districts and commended staff and administration.
- **Update BYOD** – Mr. Coppola distributed a handout (attached) on some of the ways our staff is working with their students in the classrooms using BYOD.
- **Mobile Technology Committee Update** – Mr. Place prefaced his presentation by saying we are moving forward in a deliberate way. Since last month, the committee met on October 16<sup>th</sup>, 30<sup>th</sup> and November 14<sup>th</sup>. Mr. Place discussed the goals to be accomplished – professional development and following the process are keys to success. The “Roll Out Plan” is to move forward with a device in the spring. The device will remain in the building and a PILOT program will be implemented. We have met with Microsoft /Intel and will be meeting with Verizon and Dell on 11/21/13.
- **Sending Districts Technology Articulation Meeting Update**  
Mr. Place was very enthusiastic and received numerous compliments from sending districts technology representatives. Current and future technology initiatives were discussed. It was recommended that the committee meet quarterly.
- **Mobile App for district**  
Mr. Place explored the idea of mobile app development for district communications and public relations.
- **Manasquan HS & ES 2014-2015 Budget / Staffing**  
Mr. Coppola and Mrs. Graziano discussed their 2014-2015 budget requests. All requests will need to go through Finance. Attached is a memo from Mr. Coppola for 2014-2015 new initiatives / programs.
- **Other**  
Catalyst Prep, an SAT 2 Day Boot Camp – Mr. Coppola is investigating a Saturday Summer Pilot Prep Class \$165.00 to supplement our current SAT Program.

- **Next meeting is Wednesday, December 11th at 6:30 P.M.**