

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING OCTOBER 15, 2014
MINUTES**

1.0 Opening Procedures

- 1.1 The meeting was called to order at 7:30 p.m. by Board President Malinconico, in the Keyport High School Gymnasium, 351 Broad Street.
- 1.2 Flag Salute
- 1.3 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press and The Independent newspapers on August 9, 2014. Notice has been posted in accordance with the Open Public Meetings Act of 1975, Chapter 231, effective January 16, 1976, in the Board Office, 370 Broad Street. A copy of this notice is also on file in the office of the Borough Clerk”.

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

- 1.4 Roll Call

Mr. Biagianti	Mr. Henning, Vice Pres. (absent)
Mr. Bright	Ms. King-Cote
Ms. Burke	Mrs. Malinconico, President
Mr. Cooper	Mrs. Panzarelli
Ms. Durkin, UB Rep.*	Mr. White

**Union Beach representative abstains on all matters other than matters relating to Keyport High School Union Beach students.*

Student Council Representative: Shayna Grandon

2.0 Presentations –

- 2.1 Keyport RYLA Student Presentations-

Mr. Dave Winters, former Keyport School Business Administrator and member of the Hazlet Rotary honored the following RYLA students: Olivia Cox, Shannon Costigan, Tara Engelhardt, Grace Henning, Alysson Maguire, Valeria Martinez, Jasmyne Medina, Ashleigh Pileggi, Gabrielle Rooke, Peri Trembley, Aysa Viola, Dominique White.

- 2.2 NJASK Student Awards-

Awards and certificates were presented to improved and high achieving students within the district on their NJASK tests

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2.3 Phil Nicastro, Strauss Esmay Attendance Presentation-

Mr. Nicastro presented on the State Attendance Policy as well as answered board member questions afterward.

3.0 Communications – Mrs. Savoia

3.1. Ms. Diane Bartley, Learning Disabilities Teacher Consultant, submitted her letter of retirement on October 1, 2014, effective January 1, 2015. Resolution 11.6 under Personnel.

3.2 Mr. McManus read a Thank You letter from Keyport Public Library for the donation of the circulation desk.

4.0 Public Participation – Agenda Items

Laurie Graham, 97 Broadway, Keyport asked whether the presentation by Mr. Nicastro would impact the status of her daughter’s extensive absences Ms. Graham also asked what would be classified unexcused and tardy.

5.0 Superintendent and Other Reports

5.1. Superintendent’s Report – Mrs. Savoia

Mrs. Savoia gave the following report:

- she reviewed the Central School Playground Night
- the National Honor Society and Junior National Advisors
- PSAT for grades 10 and 11
- New Technology in the school
- Violence and Vandalism Statistics
- encouraged the Board to read Community Magazine
- Mrs. Savoia reviewed the policies for board approval for first reading

5.2. Student Council Representative Report

6.0 Committee Reports-

There were no committee reports as the Board is functioning as a committee of the whole

6.1 Buildings & Grounds/Safety & Security/Recycling

6.2 Community Relations/Foundation

6.3 Curriculum

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- 6.4 Finance/Negotiations
- 6.5 MCSBA/Legislative
- 6.6 Personnel
- 6.7 Policy
- 6.8 Special Education Liaison

7.0 Board Secretary’s Office – Mr. McManus

Mr. McManus reported on:

- Audit Status
- Rod Grant status
- Future Rod Grant Projects
- Athletic Field Update
- Student Accounts
- Comprehensive Maintenance Plan M-1
- Cafeteria Collection Process

7.1. Motion to approve the following minutes:

September 10, 2014 Workshop Meeting
September 17, 2014 Regular Meeting

7.2. Motion to approve the following MOCSSIF resolution:

Whereas, the N.J.S.A. 18A:18B-2, et seq., enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

Whereas, the Board of Education of the Keyport Schools desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

Whereas, the Board of Education of Keyport School District finds that the best and most efficient way of securing this protection and services is by cooperating with other school districts across the State of New Jersey;

Whereas, the Board of Education of the Keyport School District under its obligations as a member of the New Jersey Insurance Group does allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of this Group.

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NOW THEREFORE BE IT RESOLVED by the Board of Education of The Keyport School District:

THAT the Board of Education of the Keyport School District joins with other school districts in organizing and becoming members of the New Jersey Schools Insurance Group; and

THAT, by adoption and signing of this resolution, the Board of Education is hereby joining the New Jersey Schools Insurance Group in accordance with the terms of the attached Indemnity and Trust Agreement, effective the date indicated below, for the following types of insurance:

Property	EDP	General Liability	Umbrella/Excess
Equip Breakdown	Crime Bonds	Automobile Liability	Errors Omissions
Auto Physical Damage	Workers' Compensation		

Adopted by the Board of Education of Keyport School District, New Jersey this 22nd day of October for a three-year term which began July 1, 2014, until July 1, 2017.

7.3. Motion to approve the following resolution:

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities, as listed in the attached document for the various school facilities of the Keyport School District, are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

NOW THEREFORE, BE IT RESOLVED, that the Keyport School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the Keyport School District in compliance with Department of Education requirements.

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8.0 Buildings & Grounds – Mr. McManus

- 8.1 Facilities Update
- 8.2 Use of Facilities

9.0 Finance

- 9.1 Motion to approve the Secretary’s monthly line item certification. Pursuant to N.J.A.C. 6:23 – 2.12 (d), the Board Secretary certifies that as of August 31, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.
- 9.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of August which is in agreement.
- 9.3 Motion to approve bills for the month of October 2014 in the amount of \$TBD and supplemental bills for September 2014 in the amount of \$TBD.
- 9.4 Motion to approve the transfer of funds (attachment).
- 9.5 Motion to approve the following out of district tuition for the 2014-2015 school year:

CPC High Point	Student SID# 3125173856 (AP)	\$63,000
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- 9.6 Motion to approve Home Instruction for student number 2008597941 for 13 days to be provided for by Claire Murray for two hours per day.
- 9.7 Motion to approve instruction with Education Inc. for student number 4762574586 requiring hospitalization, at a rate of \$49 per hour for 10 weeks from 9/24/14 until released.
- 9.8 Motion to approve Home Instruction with Educere for student number 3609873960 until 10/18/14 or until further notice pending documentation from physician.
- 9.9 Motion that the Board approve the cafeteria account (Enterprise Account 60) adjustment of \$1,986.35 effective June 30, 2014 for the 2013-2014 school year.

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10.0 Curriculum

10.1 Motion, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund, unless indicated otherwise:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
White, Cerelle	10/28- 10/30/1 4	CPI Non Violent Crisis Intervention	New Brunswick, NJ/43	\$1,313
Cleveland, Denise	10/23	NJ Autism Conference	Atlantic City	\$605.80

(Mileage reimbursed in accordance with OBM regulations/negotiated contract)

10.2 Motion to approve the EVVS Reporting Period 1, September 2, 2013, to December 31, 2013:

	<u>Violence</u>	<u>Weapon</u>	<u>Substance Abuse</u>	<u>HIB</u>
KHS Period 1	4 (2 assaults/2 threats)	0	0	4
KCS Period 1	1	0	0	2

10.3 Motion to approve the EVVRS Reporting Period 2, January 1, 2014, to June 30, 2014, as follows:

	<u>Violence</u>	<u>Weapon</u>	<u>Substance Abuse</u>	<u>HIB</u>
KHS Period 2	5 (2 fights/ 2 assaults/ 1 threat)	0	1	4
KCS Period 2	2	0	0	3

10.4 Motion to approve 2 teachers to work the Title I Family Literacy Night, three times a year, for a total of 6 hours, at the of \$35 per hour.

10.5 Motion to approve 2 teachers to work the Title I Family Math Night, three times a year, for a total of 6 hours, at the of \$35 per hour.

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10.6 Motion to approve the following class trips for the 2014-2015 school year:

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|----------------------------|---|
| Kindergarten | Monmouth Museum, Lincroft, NJ |
| Grade 1 | Kateri Environmental Center, Wickatunk, NJ |
| Grade 1 | Turtleback Zoo, West Orange, NJ |
| Grade 1 | Holmdel Park, Holmdel, NJ |
| Grade 2 | Sandy Hook, Sandy Hook, NJ |
| Grade 3 | Six Flags Safari, Jackson, NJ |
| Grade 3 | Keyport Fire Museum |
| Grade 4 | Huber Wood/Holmdel Longhouse, Holmdel NJ |
| Grade 4 | Keyport guided Walking Tour |
| Grade 6 | Trenton Thunder/Lakewood Blue Claws, Trenton, NJ/Lakewood, NJ |
| Grade 8 | Chamber Theater Productions, Englewood, NJ |
| KHS Drama Club | Little Shop of Horrors on Stage, College of Florham, Madison NJ |
| KHS Business | Radio City Music Hall, NYC |
| KHS Chemistry | Sterling Hill Mine, Ogdensburg, NJ |
| KHS Drama Club | Theater Arts Day, Montclair State University |
| KHS Drama Club | Disney's Aladdin on Broadway, NYC |
| KHS Tomorrow's Teachers | Future Educators Association conference, Kean University |
| KHS National Honor Society | Senior Center |

10.7 Motion to accept the Harassment, Intimidation and Bullying incident reports as follows:

<u>Date</u>	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
September 2014	Central	1	1
September 2014	KHS	5	1

10.8 Motion to accept the September 2014 Security Drill Reports as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupant Involved</u>	<u>Date & Time</u>
Keyport High School	Lockdown Drill	All Staff & Students	9/24/14 2:00 PM
Keyport High School	Fire Drill	All Staff & Students	9/17/14 9:30 AM
Central School	Fire Drill	All Staff & Students	9/10/14 8:50 AM
Central School	Lockdown Drill	All Staff & Students	9/15/14 10:10 AM

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- 10.9 Motion to approve the following job descriptions:

Principal
Assistant Principal
Director of Special Services
Director of Curriculum
Director of Guidance
Social Worker
Speech Language Specialist
Learning Disabilities Teacher Consultant
Confidential Secretary to the Superintendent of Schools
Confidential Secretary to the Business Administrator/Board Secretary
District Data Specialist
Secretary

11.0 Personnel

- 11.1 Motion to approve Eric Devlin as a Volunteer Basketball Coach for the 2014-2015 school year pending his criminal history clearance.
- 11.2 Motion to approve the following teachers to work the Title I Enrichment Programs, from October 6, 2014, to May 2, 2015, at the rate of \$35 per hour, to be funded from NCLB Title I funds:

K/1 Enrichment - Kelly Milniscuk
2nd grade - Ronald Burgess
3rd grade - Kelly Castellano
3rd grade - Krista Anderson
4th/5th ELA - MaryAnne Ricca
4th/5th Math - Kelly Milniscuk
4th/5th grade Math - Tiffany Rowald
6th - 8th ELA - Marie Portee
6th - 8th Math - Amanda Andrews
2nd/3rd ACHIEVE 3000 - Tamme Manganelli
4th/5th ACHIEVE 3000 - Lindsay Ulrich
6th-8th ACHIEVE 3000 - Amanda Andrews
KHS ACHIEVE 3000 - Matthew Masiello
ESL K - 1st - Kelly Ring
ESL 2nd-5th - Casey LaSalle

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11.3 Motion to approve volunteers for the KHS Drama Club for the 2014-2015 school year:

Dan Neff- Musical Director
Mr. Dan C. Neff (father)-Percussion
Christopher Petrizzo- Percussion
Dennis O’Heaney- Guitar
Lisa Amendola-Riggio- Photographer

11.4 Motion to approve Ron Burgess and Doug Chudzik as Co-Student Council Advisors for KCS and to split the stipend for the 2014-2015 school year.

11.5 Motion to accept, with regret, the retirement of Diane Bartley, Learning Disabilities Teacher Consultant, effective January 1, 2015.

11.6 Motion to approve the following Winter Athletic Coaching, Per Diem and Volunteers for 2014-2015 school year:

Name	Position	Stipend
Phil Recco	HS Head Boys Basketball	\$8,071
Shaun Lyons	HS Assistant Boys Basketball	\$5,924
Pete Miller	CS Boys Basketball	\$5,535
Deboney Braithwaite	HS Head Girls Basketball	\$8,071
Staci Minuskin	HS Assistant Girls Basketball	\$5,924
Amy Ullrich	CS Girls Basketball	\$5,535
Jen Rojas	HS Co-Head Bowling	\$2,724.50
James Wesley	HS Co-Head Bowling	\$2,724.50
Vanessa Cunningham	CS Cheerleading	\$4,676
Steve Bower	HS Head Wrestling	\$7,495
Dominick Amoroso	HS Assistant Wrestling	\$5,654
Mike Vadas	CS Wrestling	\$4,000
Marleen Perez	Trainer	\$75 per event
Barrett Oxley	Clock Operator	\$35 per game
Kyle Keelen	Clock Operator, Crowd Control	\$35 per game
Alissa Francisco	Clock Operator	\$35 per game
Jeanne Cataldo	Crowd Control	\$35 per game
Val Rogers	Crowd Control	\$35 per game
Michelle Cannizzaro	Ticket Taker	\$35 per game
Larry Peterson	Volunteer Basketball	N/A
Eric Devlin	Volunteer Basketball	N/A
Doug Bower	Volunteer Wrestling	N/A

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12.0 Policy

- 12.1 Motion to approve the following policies and regulations for the first reading to be attached to the minutes after the second reading:

P1522 ABOLISH School Level Planning
P5305 Health Services Personnel
P5308 Student Health Records
R5308 Student Health Records
P5310 Health Services
R5310 Health Services
P5339 Screening for Dyslexia
P5530 Substance Abuse
R5530 Substance Abuse
P5600 Student Discipline/Code of Conduct
R5600 Student Discipline/Code of Conduct
P5756 Transgender Students
P8505 Wellness Policy/Nutrition Standards for Meals and Other Foods

13.0 Old Business

14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session

There was no Executive Session this evening

17.0 Adjournment

- 17.1 Upon motion by Ms. Durkin, seconded by Mrs. Panzarelli, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi