

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING      OCTOBER 22, 2014  
MINUTES**

**1.0    Opening Procedures**

- 1.1    The meeting was called to order at 7:30 p.m. by Acting Board President Henning, in the Keyport High School Conference Room 108, 351 Broad Street.
- 1.2    Flag Salute
- 1.3    Moment of Silence:    Irwin Roth, Father of Ilene Clayman, Central School Teacher.
- 1.4    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.

1.5    Roll Call

Mr. Biagianti	Mr. Henning, Vice Pres.
Mr. Bright ( <b>absent</b> )	Ms. King-Cote
Ms. Burke	Mrs. Malinconico, President ( <b>absent</b> )
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

Ms. Grandon presented the following topics:

- the Keyport 5K worked very well
- Homecoming was successful
- the student raffle worked out very well
- this Friday October 24, 2014, will be a gray out day for a worthy cause

**2.0    Presentation –**

2.1    2013 Testing Data-

<p style="text-align:center"><b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      OCTOBER 22, 2014</b> <b>MINUTES</b></p>
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At this time, Mrs. Savoia and her entire administrative team presented the results of the 2013 NJASK testing and answered questions from the Board and the public. A copy of the slide presentation is given as part of the minutes of the meeting.

### **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 Thank you letter from Keyport Public Library for donation of the circulation desk.
- 3.3 Ms. Carol Dec, Speech Language Specialist, submitted her letter of retirement on October 22, 2014 effective January 1, 2015. Resolution 11.13 under Personnel.
- 3.4 Mr. George Massey, Custodian, submitted his letter of retirement on October 22, 2014 effective December 1, 2014. Resolution 11.14 under Personnel.

At this time, Mr. Henning requested that it be recorded in the minutes that Ms. Diane Bartley was a wonderful teacher and will be missed.

### **4.0 Public Participation – Agenda Items**

Dr. Ed McNamara, Maple Place, Keyport asked whether the proposal for item 11.7 has been discussed by the full Keyport Board of Education. This prompted a considerable amount of Board Member discussion some of which is captured below:

- Mr. Henning responded that he had a problem with the measurability of the goal
- Ms. Burke stated she felt merit goals should be for items that go above and beyond
- Mr. White asked if the Board had to offer a Merit goal, he said philosophically he had a problem offering a merit goal
- Mr. Henning asked what does the term “of need” mean

At this time a motion was made by Ms. Burke and seconded by Mr. White to table item 11.7. Later in the meeting, a vote was taken to approve the tabling of item 11.7 and was approved by a vote of 6 in favor and one (Mr. Cooper) against tabling item 11.7.

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING      OCTOBER 22, 2014  
MINUTES**

Later in the discussion, Dr. McNamara said he did not believe in Merit Goals.

Mrs. Joanne Staeger, Keyport resident, asked why that at such a late date this was being presented to the Board; she asked why something was not put in place earlier.

**5.0 Superintendent and Other Reports-**

There was no additional Superintendent report this evening

5.1. Superintendent's Report – Mrs. Savoia

5.2. Student Council Representative Report

**6.0 Committee Reports-**

There were no committee reports as the board is now functioning as a committee of the whole.

6.1 Buildings & Grounds/Safety & Security/Recycling

6.2 Community Relations/Foundation

6.3 Curriculum

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 gave a brief discussion of the facilities improvements over the last 18 months and stated that one of the reasons for the success is due to the strong team provided by the Central Office Staff , including facilities manager Mr. Krohe

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

<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>REGULAR MEETING      OCTOBER 22, 2014</b>  <b>MINUTES</b></p>
--

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.

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 22<sup>nd</sup> 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

**KEYPORT BOARD OF EDUCATION**  
**REGULAR MEETING      OCTOBER 22, 2014**  
**MINUTES**

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.

A motion was made to move items 7.1 through 3 by Ms. Durkin and seconded by Mr. White and carried by a unanimous roll call vote of 7-0.

**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 and September which is in agreement.

9.3 Motion to approve bills for the month of October 2014 in the amount of \$969,545.26 and supplemental bills for September 2014 in the amount of \$30,230.73 and supplemental bills for October 2014 in the amount of \$8,486.

9.4 Motion to approve the transfer of funds for August and September 2014(attachment).

9.5 Motion to approve the following out of district tuition for the 2014-2015 school year:

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      OCTOBER 22, 2014</b> <b>MINUTES</b>
---

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 October 18, 2014, 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.

A motion was made to move items 9.1 through 9.9 by Mr. Cooper and seconded by Ms. Burke and carried by a unanimous roll call vote of 7-0 except for item 9.3 which Ms. Durkin abstained.

## 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
Cleveland,,Denise	10/23 & 10/24/14	NJ Autism Conference	Atlantic City, NJ/180	\$607
Cunningham, Vanessa	12/8/14- 12/12/14	Orton-Gillingham Comprehensive Training	Secaucus, NJ/363	\$1,088
White, Cerelle	10/28- 10/30/14	CPI Non Violent Crisis Intervention	New Brunswick, NJ/43	\$1,313

(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

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      OCTOBER 22, 2014</b> <b>MINUTES</b>
---

KCS Period 1	1	0	0	2
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- 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 three 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 three 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.
- 10.6 Motion to approve the following class trips for the 2014-2015 school year:

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

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      OCTOBER 22, 2014</b> <b>MINUTES</b>
---

- 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 &amp; 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

- 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

- 10.10 Motion to approve the Dual Enrollment Agreement between Brookdale Community College and Keyport High School from September 2014 to June 2016.

A motion to move items 10.1 through 10.10 was made by Ms. King- Cote and seconded by Ms. Burke and carried by a unanimous roll call vote of 7-0 except for item 10.1 which was carried by a vote of 6-0 with Mr. White abstaining.



**KEYPORT BOARD OF EDUCATION**  
**REGULAR MEETING      OCTOBER 22, 2014**  
**MINUTES**

**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
- 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:

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING      OCTOBER 22, 2014  
MINUTES**

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

- 11.7 Motion to approve the following 2014-2015 Proposed Merit Goal for Lisa Savoia, Superintendent, as follows:

The Superintendent will create and conduct a Communication Survey. The survey will be completed in October, 2014. One key area of need will be identified in each grade band. A survey of the high needs area per grade band will be administered in June of 2015.

- 50% of the parents in at least 3 grade bands surveyed will have a satisfactory or higher rating in the area of need.  
\$4,717
- 30% of the parents in at least 3 grade bands surveyed will have a satisfactory or higher rating in the area of need.  
\$3,773
- 10% of the parents in at least 3 grade bands surveyed will have a satisfactory or higher rating in the area of need.  
\$2,830

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING      OCTOBER 22, 2014  
MINUTES**

- 11.8 Motion to approve Matthew Masiello, Speech Language Specialist, as a volunteer basketball coach at the Central School.
- 11.9 Motion to approve Michele Santoro to serve as a member of the SciP committee, at Central School, for the 2014-2015 school year.
- 11.10 Motion to approve Robert Stetz to complete his district level administrative internship with Anthony Rapolla as his mentor for the Fall 14 semester through the University of Scranton.
- 11.11 Motion to approve Amanda Andrews as the Central School Junior Honor Society Advisor for the 2014-2015 school year at a stipend of \$1,700.25.
- 11.12 Motion to approve Nicole Goldsmith and Christopher Gander as the Central School TV Production Club Co-Advisors for the 2014-2015 school year at a split stipend of \$2,000.
- 11.13 Motion to accept, with regret, the retirement of Carol Dec, Speech Language Specialist, effective January 1, 2015.
- 11.14 Motion to accept, with regret, the retirement of George Massey, Custodian, effective December 1, 2014
- 11.15 Motion to approve the following candidate as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

Group II

Ashley Cornell      60+ credits

A motion to move items 11.1 through 11.15 with the exception of item 11.7 was made by Ms. King-Cote and seconded by Ms. Durkin and carried by a unanimous roll call vote of 7-0.

**12.0 Policy**

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

P1110      Organizational Chart  
P1522      ABOLISH School-level Planning  
P5305      Health Services Personnel  
P5308      Student Health Records  
R5308      Student Health Records  
P5310      Health Services

**KEYPORT BOARD OF EDUCATION**  
**REGULAR MEETING      OCTOBER 22, 2014**  
**MINUTES**

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/Nutrient Standards for Meals and Other Foods

A motion was made to move item 12.1 by Ms. King-Cote and seconded by Ms. Durkin and carried by a unanimous roll call vote of 7-0.

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

P5200	Attendance
R5200	Attendance

A motion to move item 12.2 was made by Ms. King Cote and seconded by Ms. Burke and carried by a unanimous roll call vote of 7-0.

### **13.0 Old Business**

### **14.0 New Business**

### **15.0 Public Participation**

Mrs. Staeger, Keyport resident, brought up three issues:

- 1) Did the Board contact the Borough about using the Cedar Street field for softball
- 2) She expressed her disappointment with the lack of posting of transfers on the web site for the Board agendas. She said if this is not corrected next time she would report Mr. McManus.
- 3) She expressed her disappointment with the Board agendas and the wasting of paper as the Board agendas were only printed on one side of the page thus wasting paper.

### **16.0 Adjournment to Executive –**

There was no Executive Session this evening.

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING      OCTOBER 22, 2014  
MINUTES**

**17.0 Adjournment**

- 17.1 Upon motion by Ms. King-Cote, seconded by Ms. Burke., the meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi