

**KEYPORT BOARD OF EDUCATION  
WORKSHOP MEETING AUGUST 13, 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 Conference Room 108, 351 Broad Street.
- 1.2 Flag Salute
- 1.3 Moment of Silence: Burtina (Aumack) Parcels, lifelong Keyport resident and former Keyport High School and Union Beach Elementary School Teacher.
- 1.4 Opening Statement

“Public notice of this meeting has been sent to the Asbury Park Press and The Independent newspapers on February 24, 2014, as approved at the regular meeting of the Board of Education held on February 19, 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	Ms. King-Cote( <b>Absent</b> )
Ms. Burke	Mrs. Malinconico, President
Mr. Cooper	Mrs. Panzarelli
Ms. Durkin, UB Rep.*( <b>Absent</b> )	Mr. White

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

**2.0 Presentation – Athletic Field Update**

At this time, Mr. McManus gave a presentation with the assistance of architect Mr. Millemann regarding the Athletic Field Renovation. The copies of the slides used for the presentation is attached.

**3.0 Communications – Mrs. Savoia**

**KEYPORT BOARD OF EDUCATION  
WORKSHOP MEETING AUGUST 13, 2014  
MINUTES**

- 3.1. Ms. Helen Kuron, HS Business Teacher, submitted her letter of retirement dated July 1, 2014, effective September 1, 2014. Resolution under Personnel.
- 3.2. Ms. Ines Cantatore, HS Spanish Teacher, submitted her letter of resignation dated July 1, 2014, effective immediately. Resolution under Personnel.
- 3.3. Ms. Nicole May, CS Teacher, submitted her letter of resignation dated July 23, 2014, effective July 1, 2014.

**3.0 Public Participation – Agenda Items**

There was no public participation at this time.

**5.0 Superintendent and Other Reports**

- 5.1. Superintendent’s Report – Mrs. Savoia

**6.0 Committee Reports -**

There were no committee reports at this time as the Board of Education transitions to 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**

- 7.1. Motion to approve the following minutes:  
June 25, 2014            Regular Meeting
- 7.2. Motion to approve the Integrated Pest Management Plan for the school year 2014-2015 for Keyport Central School and Keyport High School.
- 7.3. Motion to approve Keyport School District to enter an inter-Local Agency Agreement/Consortia with the Educational Information and Resource Center (EIRC) to provide products and services to the Keyport School

**KEYPORT BOARD OF EDUCATION  
WORKSHOP MEETING AUGUST 13, 2014  
MINUTES**

District for the 2014-2015 school year per N.J.S.A.40:8A-6 Inter-local Service Agreement & 18A:6-95.

**8.0 Buildings & Grounds – Mr. McManus**

8.1 Facilities Update

8.2 Use of Facilities

8.2.1. Motion to approve Jesus the Lord Church to use classrooms in Keyport Central School for their Religious Education Program on Tuesday evenings from October 7, 2014, through May 12, 2015, from 6 p.m. to 7 p.m.

8.2.2. Motion to approve Central School as a landing site and from OEM requesting Central as a shelter in the event of crisis/disaster for the 2014-2015 school year.

**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 June 30, 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 June which is in agreement.

9.3 Motion to approve bills for the month of July and August 2014 in the amount of \$TBD and supplemental bills for July 2014 in the amount of \$TBD.

9.4 Motion to approve the transfer of funds (attachment).

9.5 Motion to approve the attendance of the Keyport Board of Education, Superintendent Lisa Savoia and Business Administrator Edward McManus at the NJSBA Workshop 2014. Workshop is scheduled for October 28 to October 30, 2014, for a total group registration cost of \$1,200. Lodging to be at convention affiliated hotel at \$96 per night. Total number of lodging nights is yet to be determined. Travel and meal reimbursement to adhere to current travel legislation and district travel policy.

**KEYPORT BOARD OF EDUCATION  
WORKSHOP MEETING AUGUST 13, 2014  
MINUTES**

- 9.6 Motion to approve the following out of district tuitions for the 2014-2015 school year:

Coastal	Student 8288271407	\$50,116
---------	--------------------	----------

- 9.7 Motion to approve the following 2014 ESY out of district tuition:

CPC High Point	Student 9586259263	\$7,000
----------------	--------------------	---------

- 9.8 Motion to approve the breakfast and lunch prices for the school year 2014-2015 as follows:

	<u>Paid</u>	<u>Reduced</u>
High School Lunch	\$2.45 (\$2.35)	\$.40
Central School Lunch	\$2.35 (\$2.25)	\$.40
H. S. & C.S. Breakfast	\$1.10	
Snack Milk	.30	
Adult Lunch both Schools	\$2.75	
Adult Breakfast both Schools	\$2.20	

- 9.9 Motion to approve the transportation jointure agreement between the Keyport Board of Education and Union Beach Board of Education for the school year 2014-2015:

Career Center am & pm (Keyport - Host):	
Keyport's share (4 students)	\$19,096.20
Union Beach's share (4 students)	<u>\$19,096.20</u>
	\$38,192.40 Total

- 9.10 Motion to approve Home Care Therapies, LLC, d/b/a Horizon Healthcare Staffing Corporation to provide Physical Therapy services for the 2014 Extended School Year and for the 2014-2015 school year at the rate of \$115 per hour.

## 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	11/19/14, 2/11 & 3/18/15	FEA Leadership Academy-Cohort 2	Monroe, NJ/191	\$810

**KEYPORT BOARD OF EDUCATION  
WORKSHOP MEETING AUGUST 13, 2014  
MINUTES**

DePasquale, Anthony	1/21, 2/17, 4/20/14	FEA Leadership Academy – Cohort 4	Monroe, NJ/64	\$810
DePasquale, Anthony	10/21& 10/22/14	Career Choices	Rahway, NJ/71	\$221
Flynn, Kevin	11/19/14, 2/11 & 3/18/15	FEA Leadership Academy – Cohort 4	Monroe, NJ/64	\$810
Flynn, Kevin	10/21 & 10/22/14	Career Choices	Rahway, NJ/71	\$221
Godlesky, Laura	12/8/14, 2/25 & 4/21/15	FEA Leadership Academy – Cohort 3	Monroe, NJ/191	\$810
Godlesky, Laura	8/4 & 8/5/14	Springboard Training	Newark, DE/229	\$661
Jones, Melissa	12/8/14, 2/25 & 4/21/15	FEA Leadership Academy – Cohort 3	Monroe, NJ/191	\$810
Jones, Melissa	10/16- 10/17/14	2014 FEA/NJPSA /NJASCD Fall Conference	Long Branch, NJ/84	\$266
Mammano, Erik	10/21 & 10/22/14	Career Choices	Rahway, NJ/71	\$221
Mammano, Erik	12/8/14, 2/25 & 4/21/15	FEA Leadership Academy – Cohort 3	Monroe, NJ/191	\$810
Rapolla, Anthony	12/8/14, 2/25 & 4/21/15	FEA Leadership Academy – Cohort 4	Monroe, NJ/191	\$810
Savoia, Lisa	12/8/14, 2/25 & 4/21/15	FEA Leadership Academy	Monroe, NJ/191	\$810
Slater, Stephen	1/21, 2/17, 4/20/14	FEA Leadership Academy – Cohort 4	Monroe, NJ/191	\$810
Waters, Michael	11/19/14, 2/11 & 3/18/15	FEA Leadership Academy-Cohort 2	Monroe, NJ/191	\$810

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

- 10.2 Motion to approve the submission of the 2014 New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.
- 10.3 Motion to approve the following curriculum for the 2014-2015 school year:

<b>KEYPORT BOARD OF EDUCATION</b> <b>WORKSHOP MEETING AUGUST 13, 2014</b> <b>MINUTES</b>		
--	--	--

K-7 Art	K-8 Technology	Google Apps in Education
Digital Photography	SAT Prep	Algebra I
Algebra Enrichment	Geometry	Geometry Enrichment
K-8 ELA	Honors 8th grade ELA	K-8 Math
Honors English I	Honors English II	Honors English III
English IV	Food Science and Nutrition	

- 10.4 Motion to approve Rich Kiker to provide Google Apps in Education Training, for the 14-15 school year, at the cost of \$15,000, to be funded from Title IIA.
- 10.5 Motion to approve Tracey Severns to provide professional development, on January 20, 2015, at the rate of \$4,000, to be funded from Title IIA .
- 10.6 Motion to approve the 2014-2015 Mentoring Plan.
- 10.7 Motion to approve ten four hour sessions of classroom coaching professional development for the Early Childhood Educators for the 2014-2015 school year, provided by Heather Lopuznick, not to exceed \$5,000, and to be funded out of Title I Funds.

## **11.0 Personnel**

- 11.1 Motion to accept, with regret, the retirement of Helen Kuron, Keyport High School Business Teacher effective September 1, 2014.
- 11.2 Motion to accept the resignation of Nicole May, Central School 4th Grade Teacher, effective July 31, 2014.
- 11.3 Motion to accept the resignation of Kathryn Leslie, Central School 3rd Grade, effective August 4, 2014.
- 11.4 Motion to accept the resignation of Inez Cantatore, Central School Spanish Teacher, effective July 1, 2014.
- 11.5 Motion to approve Cynthia Deily as a Central School Math Teacher for the 2014-2015 school year at a salary of \$59,948, BA Step 7.
- 11.6 Motion to approve Kaitlin McGlynn as a High School Math teacher for the 2014-2015 school year at a salary of \$53,469, BA Step 4.
- 11.7 Motion to approve Candice Reggio as a Central School 2nd Grade Teacher at a salary of \$59,238, MA Step 5.

<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>WORKSHOP MEETING AUGUST 13, 2014</b>  <b>MINUTES</b></p>
---

11.8 Motion to approve Jennifer Smith as a Central School Special Education Teacher for the 2014-2015 school year at a salary of \$51,239, BA Step 2.

11.9 Motion to approve Brendan Hilliard as the High School Boys Varsity Soccer Coach for the 2014-2015 school year at a stipend of \$5,535.

11.10 Motion to approve the following individuals as Volunteer Football Coaches pending completion of criminal history:

Ghassan Lightbourne	Donnie Blanks
---------------------	---------------

11.11 Motion to approve Kristen Corsale, HS Guidance Counselor, as a Volunteer Girls Volleyball Coach for the 2014-2015 school year.

11.12 Motion to approve the following candidate as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

Group I

Daniel Morris	Teacher of the Handicapped
Brendan Hilliard*	Health & Physical Education

Group II

Karyn Sochacki	60+ credits
Allan Rubinstein*	60+ credits

\*pending completion of paperwork

11.13 Motion to approve the following Student Teachers from Monmouth University to work at the Central School for the Fall 2014 semester:

<u>Student</u>	<u>Cooperating Teacher</u>	<u>Subject</u>
Chelsea Addeo	Vanessa Cunningham/ Nicole MacConnell	K-6/SE
Nathaniel Sullivan	Rob Stetz/ Michele Wackowski	5-8 Social Studies/SE

11.14 Motion to approve the following teachers to serve as mentor teachers for the 2014-2015 school year. Stipend: \$550. The novice teacher will be responsible for paying the mentor stipend:

<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>
Erica Pater	CS	SPED	Nicole MacConnell
Kelly Ring	CS	SPED	Tamme Mangnelli

<b>KEYPORT BOARD OF EDUCATION</b> <b>WORKSHOP MEETING AUGUST 13, 2014</b> <b>MINUTES</b>
--

Amy Rodriguez	CS	SPED	Jeanne Cataldo (Until Jan)
Lindsay Ulrich	CS	4/5 SS/Sci	Vanessa Cunningham

11.15 Motion to approve Lisa Wallin as the mentor teacher for Ashley Stone, KHS Science Teacher, for the 2014-2015 school year. Stipend: \$1,000. The Alternate Route Teacher is responsible for paying the mentor fee.

11.16 Motion to approve the following teachers to serve as mentor teachers for the 2014-2015 school year. Stipend: \$550 to be paid out of Title IIA funds:

<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>
Cynthia Deily	CS	Math	Ilene Clayman
Jennifer Smith	CS	Sped	Michelle Wackowski
Micah Bender	KHS	Math	Ann Murray
Kaitlyn McGlynn	KHS	Math	Kyle Keelen
Jacqueline Tesoriero	KHS	English	Christina Egan

11.17 Motion to approve Ilene Clayman and Jim Rasmussen to serve on the 2014-2015 SciP team.

11.18 Motion to approve MaryAnn Ricca, Central School Teacher, as a substitute for Terri Fegler for the ESY program for August 4-7, 2014.

11.19 Motion to approve the Attendance Officer job description.

11.20 Motion that the Board approve Tokarski & Millemann, LLC as Architect of Record for the 2014-2015 school year at a rate of \$140 per hour.

## 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:

P2330	Homework
P2412	Home Instruction Due to Health Condition
R2412	Home Instruction Due to Health Condition
P2429	Advanced Placement Courses
R2440	Summer Session



<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>WORKSHOP MEETING AUGUST 13, 2014</b>  <b>MINUTES</b></p>
---

P2417	Student Intervention and Referral Services
R2417	Student Intervention and Referral Services
P2481	Home or Out-Of-School Instruction for A General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
R2481	Home or Out-Of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
R2624	Grading System
P3283	Electronic Communications Between Teaching Staff Members and Students
P4283	Electronic Communications Between Support Staff Members and Students
R5200	Attendance
R5240	Tardiness
P5410	Promotion and Retention
R5410	Promotion and Retention
P5460.1	Honors Program
P5466.1	Commencement Activities
R5600	Pupil Discipline/Code of Conduct
P5610	Suspension
R5610	Suspension
P5611	Removal of Students for Firearms Offenses
R5611	Removal of Students for Firearms Offenses
P5612	Assaults on District Board of Education Members or Employees
R5612	Assaults on District Board of Education Members or Employees
P5613	Removal of Students for Assaults with Weapons Offenses
R5613	Removal of Students for Assaults with Weapon Offenses
P5620	Expulsion
P8462	Reporting Potentially Missing or Abused Children
R8462	Reporting Potentially Missing or Abused Children

**13.0 Old Business** -- There was no old business at this time

**14.0 New Business** -- There was no new business at this time

**15.0 Public Participation**

- Dr. Ed McNamara, Maple Lane, Keyport stated that policies are mandated but regulations can be changed on a local level.
- Dr. McNamara said that the regulations need to be in line with the Board of Education goals and objectives.

**KEYPORT BOARD OF EDUCATION  
WORKSHOP MEETING AUGUST 13, 2014  
MINUTES**

- Dr. McNamara pointed out that excused or unexcused absences are set on a local level and not mandated by the State.

**16.0 Adjournment to Executive Session (TIME: 9:30 p.m.)**

16.1 RESOLVED by the Keyport Board of Education as per Chapter 231, P.L. 1975:

- a. That it is hereby determined that it is necessary to meet in Executive Session on August 13, 2014, to discuss
  - Personnel
  - Finance
  - Contract negotiations
  - Grievances
  - Facilities project issues
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately one hour.
- d. Action may be taken upon return to Open Session.

A motion was made to adjourn the regular portion of the meeting and go into Executive Session by Mr. Cooper and seconded by Mr. White. The Executive Session began at 9:30PM. The Executive Session ended at 10:30PM.

**17.0 Adjournment**

17.1 Upon motion by Mr. Cooper, seconded by Mrs. Panzarelli, the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi