

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING AUGUST 14, 2013
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 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on July 8, 2013. 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	Ms. King-Cote, Vice Pres.
Ms. Burke (absent)	Ms. Knudsen (arr. 7:32 p.m.)
Mr. Cooper (arr. 7:40 p.m.)	Ms. Lloyd (absent)
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli

Also Present: Superintendent Savoia
Jodi Howlett, Esq.
Bonnie Ioele, Confidential Secretary

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

1.5. Motion was made by Mrs. Panzarelli, seconded by Ms. King-Cote to temporarily assign Bonnie Ioele as Board Secretary.

Motion was approved by unanimous voice vote.

2.0 Presentation – None

3.0 Communications – Mrs. Savoia

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- 3.1. Thank you card was received from Mrs. Jean Reash for the engraved desk set as a gift for being nominated as Teacher of the Year and for welcoming her family.
- 3.2 Thank you card was received from Ms. Jane Wilzak for the clock presented to her as a retirement gift and for the retirement dinner.
- 3.3 Mr. Dylan Borders submitted his letter of resignation on July 29, 2013, effective August 9, 2013. Resolution 11.3 under Personnel.
- 3.4 Ms. Jasmin Morales submitted her letter of resignation on August 1, 2013, effective August 31, 2013. Resolution 11.9 under Personnel.
- 3.5 Ms. Victoria Packin submitted her letter of resignation on June 26, 2013, effective September 1, 2013. Resolution 11.8 under Personnel.

4.0 Public Participation – Agenda Items – None

5.0 Superintendent and Other Reports

- 5.1. Superintendent’s Report – Mrs. Savoia
 - District Goals -- Student Achievement: Evaluation of Teacher Effectiveness, Language Arts & Mathematics
 - Policy
 - Curriculum and Professional Development
 - Summer Events: Summer Reading Nights, Field of Dreams, Keyport Public Library E-Books, Kim Marshall, NCLB Retreat
 - Mrs. Savoia and Mr. McManus met with Chief Casseletto and NJDOE representative to review Security and Emergency Crisis Guide
 - Upcoming Events
 - Use of Honeywell to remind Board Members of upcoming committee meetings.

6.0 Committee Reports

- 6.1 Buildings & Grounds/Safety & Security/Recycling
 - Mr. Biagianti gave the Board the following update on the August 12 meeting: Referendum Update on Athletic Field Hearing, Summer Project Update, Air Conditioning in Central School, Unit Ventilators should be complete by first day of school, change of fees for Facility Use regulation, Rod Grants, ongoing discussion regarding Skate Board Park.
- 6.2 Community Relations/Foundation

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- 6.3 Curriculum
 - Mr. Henning gave the following update on the meeting held on August 7: Revised Curriculum, Professional Development, Achieve 3000, District Goals, NJAsk scores, Building Goals, Common Core, Technology, purchase of tablets or chrome books.
- 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 26, 2013 Regular Meeting and closed session

- 7.2. Motion to approve the following resolution:

WHEREAS, the Keyport Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2013, at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages:

- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2013, and ending July 1, 2016, at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.

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2. The Educational Facility's Business Official, Edward McManus, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

7.3. Motion was made by Mr. Henning, seconded by Mr. Cooper to approve the following policies and regulations for the first reading to be attached to the minutes after the second reading:

Bylaw 0000.02	Introduction
Policy 3232	Tutoring Services
Regulation 3232	Tutoring Services
Regulation 3432	Sick Leave
Policy 5120	Assignment of Pupils
Policy 5300	Automated External Defibrillators (AEDS)
Policy 5533	Pupil Smoking
Regulation 5600	Pupil Discipline – Code of Conduct
Policy 7434	Smoking in School Building and on School Grounds
Regulation 7510	Use of Facility
Policy 7523	School District Provided Technology Devices to Pupils

On a roll call, seven (7) members voted yes.

8.0 Buildings & Grounds – Mr. McManus

8.1 Facilities Update

8.1.1 Motion was made by Mr. Henning, seconded by Ms. King-Cote to update the district Long Range Facility Plan reflecting capital improvements.

On a roll call, eight (8) members voted yes.

8.2 Use of Facilities

8.2.1 Motion was made by Mr. Henning, seconded by Ms. King-Cote to approve the following organizations for Use of the Facility during the 2013-2014 school year:

1. Keyport Schools PTO
2. Keyport Recreation
3. Keyport Athletic League

On a roll call, eight (8) members voted yes.

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9.0 Finance

9.1 Secretary's Report

9.1.1 Financial Information:

Interest, June	\$ 397.46
Year to date	\$ 4,832.96
Cafeteria Report, June	\$ (894.24)
Year to date	\$20,212.56

9.2 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, 2013, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

9.3 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.

9.4 Motion to approve bills for the month of July 2013 in the amount of \$ TBD and supplemental bills for June in the amount of \$TBD.

9.5 Motion to approve the transfer of funds as follows: TBD

9.6 Motion was made by Mr. Biagiante, seconded by Ms. King-Cote, to approve the amendment to the 2012-2013 IDEA application to modify the allocation of funding for district special education needs as stated below:

\$28,711 for OT/PT services

\$32,568 for Educational Support Services primarily for the purchase of IEP Direct

\$176,137 for Special Education Tuition

On a roll call, eight (8) members voted yes.

9.7 Motion was made by Mr. Biagiante, seconded by Ms. King-Cote, upon the recommendation of the Superintendent of Schools, the Keyport Board of Education approves the application for ROD (Regular Operating District) grant funding to the NJDOE Office of School Facilities as follows:

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Building	Project	State Project Number	Construction Cost
Central School	Security Upgrades	2430-060-13-2003	\$ 90,000
Central School	AC in Cafetorium	2430-060-14-1011	\$ 270,000
Central School	Playground Renovations	2430-060-14-2008	\$ 90,000
Central School	Site work (paving/sidewalks/curbs)	2430-060-14-1007	\$ 81,000
Central School	Electrical upgrades	2430-060-14-1009	\$ 570,000
Central School	Bathroom upgrades (4 sets)	2430-060-14-1010	\$ 280,000
High School	AC in 4 classrooms	2430-050-14-1004	\$ 213,000
High School	Univentilators in 8 classrooms	2430-050-14-1006	\$ 135,000
High School	Locker Room Renovations	2430-050-14-1005	\$ 255,000
High School	Security Upgrades	2430-050-14-2001	\$ 110,000
High School	Window Replacements	2430-050-14-2002	\$ 250,000

On a roll call, eight (8) members voted yes.

- 9.8 Motion was made by Mr. Biagianti, seconded by Ms. King-Cote to approve the following out of district tuition for the 2013-2014 school year, effective July 26, 2013:

The Children's Home and the Mary A. Dobbin's School	Student 6675265610	\$314.09 per diem
Search Day Program	Student 2900941894	\$36,300 for aide (tuition was previously approved on 5/15/13 & 6/25/13)

On a roll call, seven (7) members voted yes.

Mr. Henning abstained.

- 9.9 Motion was made by Mr. Biagianti, seconded by Ms. King-Cote to approve a contract between the Keyport Board of Education and Barnabas Health Monmouth Medical Center, to provide occupational health and medical services from September 1, 2013, through June 30, 2014, according to fee schedule below:

Medical Evaluation -	\$100 exam
Drug Screenings:	
Original Panel	\$78 screening
K2/SYNTHETIC MARIJUANA	\$66.50 screening
Original Panel and K2/Synthetic Marijuana	\$144.50 screening
Repeat visit	\$75.00 visit

On a roll call, eight (8) members voted yes.

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- 9.10 Motion was made by Mr. Biagianti, seconded by Ms. King-Cote to approve Rutgers Douglass Outreach Services for consultation services to Preschool Disabled Class for student 5962725080 for a total of 5 hours per month at the rate of \$150 per hour, not to exceed \$900 per month from September 2013 through June 30, 2014, for a total cost of \$7,500 (plus mileage and tolls).

On a roll call, eight (8) members voted yes.

- 9.11 Motion to approve submission of the proposed program and budget for the FY2014 NCLB application and to accept funds as approved in the amount of:

Title I	\$373,882
Title II	\$ 40,554
Title III	\$ 14,682

- 9.12 Motion to approve the submission of the original application and to accept the IDEA Funds for the 2013-2014 school year as follows:

Basic	\$246,676
Preschool	\$ 7,466

- 9.13 Motion to approve the following Professional Development and travel related items for Edward McManus - 10 Training Session at NJASBO @ \$400, monthly MCASBO meetings and quarterly NJSBAIG meetings.

- 9.14 Motion was made by Mr. Biagianti, seconded by Ms. King-Cote to approve the Extencicare charges to be funded through Enterprise Fund 64 (attachment).

On a roll call, eight (8) members voted yes.

- 9.15 Motion to approve the following expenses for the Superintendent, Business Administrator and Board Members to attend the NJSBA Workshop in Atlantic City on October 22-24, 2013. Lodging to be at a convention affiliated hotel at a rate of \$96 per night/per person. Attendance at the workshop was approved on June 12, 2013, (Item 9.7). Participant reimbursement for expenses up the following amounts:

<u>Participant:</u>	<u>Cost per Participant:</u>	<u>Maximum Cost:</u>
Mrs. Lisa Savoia	Meals & Incidentals = \$165 Mileage 182 @ .31 = \$56.42	\$221.42
Mr. Edward McManus	Meals & Incidentals = \$165 Mileage 182 @ .31 = \$56.42	\$221.42
Mr. Joseph Biagianti	Meals & Incidentals = \$165 Mileage 182 @ .31 = \$56.42	\$221.42

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Mr. Peter Henning	Meals & Incidentals = \$165 Mileage 182 @ .31 = \$56.42	\$221.42
Ms. Evelyn King-Cote	Meals & Incidentals = \$165 Mileage 182 @ .31 = \$56.42	\$221.42
Mrs. Elena Malinconico	Meals & Incidentals = \$165 Mileage 182 @ .31 = \$56.42	\$221.42

10.0 Curriculum

- 10.1 Motion was made by Ms. King-Cote, seconded by Mr. Henning, to approve twelve four hour sessions of classroom coaching professional development for the Early Childhood Educators for the 2013-2014 school year, provided by Heather Lopuznick, not to exceed \$6,000, and to be funded out of Title I Funds.

On a roll call, eight (8) members voted yes.

- 10.2 Motion was made by Ms. King-Cote, seconded by Mr. Henning, to approve two full days of professional development for the Early Childhood Educators for the 2013-2014 school year, provided by Heather Lopuznick, not to exceed \$1,500 and to be funded out of Title II Funds.

On a roll call, eight (8) members voted yes.

- 10.3 Motion was made by Ms. King-Cote, seconded by Mr. Henning, to approve four days of SIOP training for the 2013-2014 school year, provided by LLAME, in the amount of \$8,000, to be funded out of Title II and III Funds.

On a roll call, eight (8) members voted yes.

- 10.4 Motion was made by Ms. King-Cote, seconded by Mr. Henning, to approve six days of Common Core Training for administrators and teachers for the 2013-2014 school year, provided by Collaborative Learning, in the amount of \$13,200, to be funded out of Title II Funds.

On a roll call, six (6) members voted yes.

Ms. Knudsen voted no.

- 10.5 Motion was made by Ms. King-Cote, seconded by Mr. Henning, to approve a Kindergarten Jumpstart Program, to run from August 19-29, Monday-Thursday, from 9 am – 11 am, to be funded out of Title I Funds.

On a roll call, eight (8) members voted yes.

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- 10.6 Motion was made by Ms. King-Cote, seconded by Mr. Henning, to approve LeeAnn Romanetz to work the Kindergarten Jumpstart Program, at the rate of \$35 per hour, not to exceed \$600, to be funded out of Title I Funds.

On a roll call, eight (8) members voted yes.

- 10.7 Motion was made by Ms. King-Cote, seconded by Mr. Henning, to approve the following curricula for the 2013-2014 school year:
- Math Kindergarten through 8th grade
 - ELA Kindergarten through 8th grade
 - K-8 PE
 - 6th-8th SS
 - Digital and Media Literacy
 - English I, II,III,IV
 - World History
 - US History I
 - US History II
 - Sports Psychology
 - Tomorrow's Teacher

On a roll call, eight (8) members voted yes.

11.0 Personnel

- 11.1 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Jennifer Caputo as Part-Time Confidential Secretary in the Board Office for 20 hours per week at a pro-rated salary of \$18,000 per year effective August 12, 2013, through June 30, 2014.

On a roll call, eight (8) members voted yes.

- 11.2 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to accept the resignation of custodian Dylan Borders effective August 9, 2013.

On a roll call, eight (8) members voted yes.

- 11.3 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve the following candidates as substitute teachers for the 2013-2014 school year at the prevailing rate of pay:

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Group II

Miguel Hernandez* (60+ credits)
*pending Criminal History Clearance

On a roll call, eight (8) members voted yes.

- 11.4 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to appoint Lindsay Meyer-Thein as the High School Education Liaison for the 2013-2014 school year.

On a roll call, eight (8) members voted yes.

- 11.5 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to appoint Jane Gagliano as the Central School Education Liaison for the 2013-2014 school year.

On a roll call, eight (8) members voted yes.

- 11.6 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Dylan Borders as a substitute custodian for the 2013-2014 school year at the rate of \$11 per hour.

On a roll call, eight (8) members voted yes.

- 11.7 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to accept the resignation of Victoria Packin effective September 1, 2013.

On a roll call, eight (8) members voted yes.

- 11.8 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to accept the resignation of Jasmin Morales effective August 31, 2013.

On a roll call, eight (8) members voted yes.

- 11.9 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Heidi Martin as a full time Pre-K Aide in the Central School for the 2013-2014 school year at a salary set at \$16,106.

On a roll call, eight (8) members voted yes.

- 11.10 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Cerelle White as the Class of 2015 Advisor for the 2013-2014 school year at a stipend of \$2,532.

On a roll call, eight (8) members voted yes.

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- 11.11 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Alissa Francisco as a Pre-K Teacher in the Central School for the 2013-2014 school year at a salary set at \$50,244, BA Step 1.

On a roll call, eight (8) members voted yes.

- 11.12 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Kathryn Leslie as a 2nd Grade Teacher in the Central School for the 2013-2014 school year at a salary set at \$57,032, MA +30 Step 3, pending completion of paperwork.

On a roll call, eight (8) members voted yes.

- 11.13 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Mary Anne Ricca as a Title I Teacher in the Central School for the 2013-2014 school year at a salary set at \$50,244, BA Step 1.

On a roll call, eight (8) members voted yes.

- 11.14 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Casey LaSalle as a 5th Grade Language Arts Teacher for the 2013-2014 school year at a salary set at \$50,244, BA Step 1.

On a roll call, eight (8) members voted yes.

- 11.15 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Dr. Robert Morgan as the Keyport School Physician for the 2013-2014 school year.

On a roll call, eight (8) members voted yes.

- 11.16 Motion was made by Ms. King-Cote, seconded by Mrs. Panzarelli to approve Andrea Giuffrida as Learning Disabilities Teacher Consultant (LDTC) on Salary Step 5, MA at an annual salary of \$59,238 for the 2013-2014 school year pending criminal history investigation.

On a roll call, eight (8) members voted yes.

12.0 Old Business – None

13.0 New Business – None

14.0 Public Participation – None

15.0 Adjournment to Executive Session (TIME: 8:21 p.m.)

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- 15.1 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 14, 2013, 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.

MOTION: Ms. King-Cote

SECOND: Mr. Henning

16.0 Adjournment

- 16.1 Upon motion by Ms. King-Cote, seconded by Mrs. Panzarelli, the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi