

<b>KEYPORT BOARD OF EDUCATION REGULAR MEETING    AUGUST 21, 2013 MINUTES</b>
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**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 ( <b>absent</b> )	Ms. Knudsen
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli ( <b>absent</b> )

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

**2.0    Presentation – None**

**3.0    Communications – Mrs. Savoia – None**

**4.0    Public Participation – Agenda Items – None**

**5.0    Superintendent and Other Reports**

5.1.    Superintendent’s Report – Mrs. Savoia

- Three District Goals on Agenda
- An article was published on NJ.com, based on student growth and report cards, out of 443 High Schools, Keyport High School is the 24 most

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improved high school in the state, second in Monmouth County. It is based on 16.8 growth.

- Mrs. Savoia introduced new hires who were present at board meeting.

**6.0    Committee Reports**

- 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 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 to approve the following policy for the first reading to be attached to the minutes after the second reading:

Policy 6640                      Cafeteria Collection Policy

7.4. Motion to approve the following policies and regulations for the second 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

7.5. Motion to approve the Integrated Pest Management Plan for the school year 2013-2014 for Keyport Central School and Keyport High School, as on file in each school office and on file in the Board Office.

Motion to approve 7.1 to 7.5 was made by Mr. Henning, seconded by Ms. King-Cote.

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

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

8.1 Facilities Update

- The Unit Ventilator Project in the High School and Air Condition Project in the Central School are both almost complete.
- The door in the Central School has been installed.
- The Central School Playground has new mulch.
- Custodians are sanding down the gym floor in High School and have repainted the gym floor in Central School

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- Extendicare program is doing well. To date, there are 22 students enrolled. An Enterprise Fund has been established.
- Implementation of SchoolDude has begun to track facilities use as well as implementation of Mealsplus for the cafeteria.
- Rod Grants are waiting for Mr. Burlew's signature and will be taken to Trenton for approval.
- The Business Office is preparing for the audit.
- There was a collection issue with the cafeteria so we have established a \$15 threshold for students.

8.2    Use of Facilities

- 8.2.1. Motion to approve the following organization for Use of the Facility during the 2013-2014 school year:

Keyport AYF/AYC

- 8.2.2 Motion to approve request from Girl Scouts of the Jersey Shore – Brownie Troop 832 to use the Central School All Purpose Room every Friday from September 6, 2013, through June 13, 2014, from 3:00 p.m. to 5:30 p.m. for meetings.
- 8.2.3 Motion to approve request from Girl Scouts of the Jersey Shore – Daisy Troop 172 to use the Central School All Purpose Room every other Mondays from September 16, 2013, through June 16, 2014, from 3:00 p.m. to 4:15 p.m. for meetings.
- 8.2.4 Motion to approve request from Cub Scout Troop 364 to use the Central School All Purpose Room on Mondays from September 9, 2013, through June 16, 2014, from 7:00 p.m. to 8:00 p.m. for meetings.

Motion to approve 8.2.1 to 8.2.4 was made by Mr. Henning, seconded by Ms. King-Cote.

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

**9.0    Finance**

- 9.1    Motion to approve bills for the month of July 2013 in the amount of \$320,869.76 and August 2013 in the amount of \$303,504.50 and supplemental bills for June in the amount of \$234,776.58 and July in the amount of \$12,274.89.
- 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.

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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 the transfer of funds as attached (attachment)

9.5 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

9.6 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

9.7 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.

9.8 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
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

9.9 Motion to approve the Monumental Life Insurance Company as provider of Student Accident Insurance effective August 1, 2013, through July 31, 2014, at a rate of \$33,259.

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9.10 Motion to accept the rebate for Student Accident Insurance from Monumental Life Insurance Company in the amount of \$3,549.40 for the 2012-2013 school year which will be deposited into Miscellaneous Revenue.

9.11 Motion to approve the following 2013 ESY out of district tuitions:

The Children's Home Mary Dobbins School	Student 9692494450	\$ 9,453
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9.12 Motion to adjust/modify the minutes for item 9.15 of the June 12, 2013, Keyport Board of Education meeting to reflect "up to \$500,000" to be deposited in the capital reserve account.

9.13 Motion to approve the non-pensionable merit pay for Lisa M. Savoia, Superintendent, for accomplishing three of the four goals specified in her employment contract upon approval from Joseph Passiment, County Superintendent.

9.14 Motion to approve the following 2013-2014 Proposed Quantitative and Qualitative Merit Goals for Lisa Savoia, Superintendent:

2013-2014 Proposed Quantitative Merit Goal                      3.33% Compensation                      \$4,595

- Students, in Grades 3-8, will demonstrate improved lexile levels, over the course of the 2013-2014 school year, as measured by pre and post assessments utilizing Achieve 3000.
  - 50 % of students in Grades 3-8 will demonstrate an increase of 100 points in their lexile level                      \$4,595
  - 25% of students in Grades 3-8 will demonstrate an increase of 100 points in their lexile level                      \$3,676
  - 5 % of students in Grades 3-8 will demonstrate an increase of 100 points in their lexile level                      \$2,757

2013-2014 Proposed Qualitative Merit Goals                      2.5% Compensation                      \$3,450

- The Superintendent will actively pursue NJDOE Level 4 Rod Grants for Tier One defined projects as defined in the Keyport Board of Education Long Range Facility Plan. The grants will serve to provide capital improvements to district buildings that are in need of upgrades for security, window replacement, asbestos abatement and/or locker and bathroom renovation. The quantitative goal is for the Keyport District to qualify for Preliminary Eligible Costs (PEC) as approved by the New Jersey Department of Education (NJDOE) for over \$100,000 in Rod Grant Funding.

9.15 Motion to approve the following District Goals for the 2013-2014 school year:  
Student Achievement:

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- Goal 1 Evaluation: To increase teacher effectiveness and student achievement by implementing a cohesive district evaluation system for teachers and administrators
- Goal 2 Language Arts: To have fully functioning, student-centered LAL classes, where students are actively engaged in differentiated activities aligned to the rigor of the Common Core, to increase student achievement
- Goal 3 Mathematics: To ensure that all students are algebra ready by 8th grade and college and career ready by graduation from high school.

Motion to approve 9.1 to 9.15 was made by Mr. Henning, seconded by Ms. King-Cote.

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

## 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
Biagianti, Joseph	9/21/13	Preparing for Bargaining	Mercerville, NJ/85	\$175.35
King-Cote, Evelyn	9/21/13	Preparing for Bargaining	Mercerville, NJ/85	\$175.35

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

10.2 Motion to approve the Uniform State Memorandum of Agreement between the Keyport Public Schools and the Keyport Police Department for the 2013-2014 school year as on file in the Superintendent's Office.

10.3 Motion to approve the following curricula for the 2013-2014 school year:  
 History and Ethics of Sports

10.4 Motion to approve four days of training for the 2013-2014 school year, provided by EIRC, in the amount of \$6,000, to be funded out of Title I and II Funds.

10.5 Motion to approve 2013-2014 teacher evaluations to be conducted through Teachscape using the 2011 Danielson's Framework for Teaching.

10.6 Motion to approve the following administrative evaluation instruments based on Marshall's framework:

- Principal Evaluation
- Assistant Principal Evaluation
- Directors' Evaluation

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10.7 Motion to approve the following resolution:

Whereas, the Keyport Board of Education recognizes school staff will incur travel related to the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district.

Therefore, Be It Resolved, the following personnel travel be approved as necessary and unavoidable as noted on the approved Board of Education Travel Forms:

Lisa Savoia	Monmouth County Meetings		1 per month
	Bayshore Jointure/ MOESC Board Meeting		1 per month
Edward McManus	NJSBAIG MCASBO Meetings		4 per year 1 per month
Denise Cleveland	MCADSE Meetings		1 per month
Gander, Chris	Monmouth/Ocean County Technology Directors' Meetings		1 per month
Melissa Jones	State/County Meetings MC3		2 per month 1 per month
Anthony DePasquale	Monmouth County – Director of Guidance Meetings		1 per month
Rick Schmid	Shore Conf. Meetings		2 per month
	Monmouth County AD Meetings N.J.S.I.A.A.		1 per month  2-3 per year (Sept./ Dec./June)
Lindsay Thein	Monmouth County ASAP Meetings		1 per month
Nicole Goldsmith	Gifted and Talented Consortium	September 30, 2013 November 1, 2013 December 13, 2013 February 28, 2014 April 4, 2014 June 5, 2014	All Day 1 - 3 p.m. All Day 1 - 3 p.m. 1 - 3 p.m. All Day

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



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- 10.8 Motion to amend the resolution to approve Kim Marshall to provide professional development on the Marshall Evaluation Instrument, for all district administrators, not to exceed \$2,500 for training and travel, to be funded out of Title II funds.
- 10.9 Motion to approve Kimberly Finch to screen students eligible for ESL services in the 2013-2014 school year, at the rate of \$35 per hour, not to exceed \$140, funded from Title III.
- 10.10 Motion to approve the following teachers to serve as mentor teachers for the 2013-2014 school year. Stipend: \$550. The first year teacher will be responsible for paying the mentor stipend:

Mentor

Deboney Braithwaite  
Cathy Cornell  
Michelle Santoro

Mentee

Amanda Holway  
Alissa Francisco  
Mary Anne Ricca

- 10.11 Motion to approve the following teacher to serve as mentor teachers for the 2013-2014 school year. Stipend: \$550 to be paid out of Title II funds:

Mentor

Nicole May  
Lauren Lloyd

Mentee

Casey LaSalle  
Kathryn Leslie

- 10.12 Motion to approve the following teacher to serve as a mentor for the 2013-2014 school year. The stipend is \$550 which will be the responsibility of the first year teacher. The mentor teacher is Jennifer Rojas and the Mentee teacher is Mary Ann Mack.

Motion to approve 10.1 to 10.12 was made by Mr. Henning, seconded by Mr. Cooper.

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

## **11.0 Personnel**

- 11.1 Motion to approve the following candidate as a substitute teacher for the 2013-2014 school year at the prevailing rate of pay:

Group II

Jasmin Morales (60+ credits)

- 11.2 Motion to approve the submission of the 2013 New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act as attached.

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- 11.3 Motion to approve Christina Smith as a part-time Aide in the Central School for the 2013-2014 school year at a salary set at \$9,209.
- 11.4 Motion to approve Lisa Snowden as a substitute teacher, for the Kindergarten JumpStart Program, at the rate of \$35 per hour funded from Title I.
- 11.5 Motion to approve Mary Ann Mack as a High School Spanish Teacher for the 2013-2014 school year on step 1 MA at an annual salary of \$53,956.
- 11.6 Motion to approve the following candidate as a substitute teacher for the 2013-2014 school year at the prevailing rate of pay:
- Group 1  
Sue Murphree Kean College (1980) Standard Teacher of the Handicapped  
Standard Nursery School
- 11.7 Motion to approve Nicholas Ciambrone as volunteer football coach pending criminal investigation/history report.
- 11.8 Motion to approve Lisa Snowden, Amy Mantino and Cathy Cornell as substitute teachers for the Keyport School Extendicare program at a rate of \$35 per hour for the 2013-2014 school year.

Motion to approve 11.1 to 11.8 was made by Mr. King-Cote, seconded by Mr. Henning.

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**

- 17.1 Upon motion by Ms. Durkin, seconded by Ms. King-Cote, the meeting was adjourned at 7:50 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi