

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING FEBRUARY 12, 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 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on January 4, 2014, as approved at the regular meeting of the Board of Education held on November 20, 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	Mr. Henning, Vice Pres. (absent)
Mr. Bright	Ms. King-Cote
Ms. Burke (absent)	Mrs. Malinconico, President
Mr. Cooper (absent)	Mrs. Panzarelli
Ms. Durkin, UB Rep.*	Mr. White

Student Council Representative: Victoria Gonzalez

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

2.0 Presentations –

- 2.1 Ethics Training- Ethics Training was not conducted at this meeting
- 2.2. Budget Preliminary Discussion

Mr. McManus provided an outline of the discussions associated with the 2014-2015 Keyport School Budget. This included:

- 1) A review of Mrs. Savoia and the Board’s objectives
 - a) Maintaining current programs
 - b) Addressing Technology/Media and Library Needs
 - c) Repairing and Rehabilitating the school buildings

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING FEBRUARY 12, 2014
MINUTES**

- 2) The current budget constraints were discussed, namely:
 - a) The reduction in the number of tuition students from Union Beach
 - b) Health Benefit Increase of 8%
 - c) Teacher Raises
 - d) Excess Surplus applied to budget

- 3) Items Open for Resolution
 - a) State Aid-to be supplied by NJDOE by 2/27/2014
 - b) Union Beach Tuition
 - c) General Fund Tax Levy

- 4) For Future Board Meetings, Mr. McManus requested the Keyport Board of Education to anticipate:
 - a) Resolutions to advertise and award Rod Grant projects
 - b) Resolutions to initiate Rod grant projects
 - c) Motion to Fund Capital Reserve primarily to fund remaining local share of Rod Grant projects
 - d) Motion to address athletic facilities

3.0 Communications – Mrs. Savoia

- 3.1. Letter was received from Mrs. Racioppi and the Keyport High School Yearbook Staff to thank the Board for placing an ad and showing their support.

4.0 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 discussed:
 - The Pot Luck Dinner she attended
 - The upcoming Pre-K registration
 - Keyport Student Chris Wright will participate in the State Spelling Bee Contest
 - School testing days have been moved due to the inclement weather
 - Mrs. Savoia and the KHS Guidance Team is encouraging students to take the ACT
 - the upcoming FAFSA night will probably be postponed due to the pending weather
 - Last week's KHS High School Play was amazing. Mrs. Savoia was also particularly pleased with the new sound system.

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING FEBRUARY 12, 2014
MINUTES**

- Mrs. Savoia reviewed the personnel items for approval tonight. She noted that the Grade 4 teacher was a Keyport High School Graduate
- Mrs. Savoia noted that there will be changes to the 2013-2014 calendar due to the inclement weather and she is working on the 2014- 2015 calendar
- Mrs. Savoia noted that at the next Board Meeting there will be a demonstration of Share911

5.2. Student Council Representative Report

6.0 Committee Reports

- 6.1 Buildings & Grounds/Safety & Security/Recycling-
Mrs. Malinconico reported:
-the first two ROD Grant projects are on the agenda tonight for approval for advertisement
-the Board will be asked to approve a motion in June to move funds into capital reserve primarily to address the local share requirement for the remaining ROD Grants
-the committee is recommending finding alternative venues for baseball, sodding the fields and giving priority to Keyport sports teams. In the long term, the committee is recommending implementing an artificial track for Track & Field events when financially feasible.
- 6.2 Community Relations/Foundation-no report
- 6.3 Curriculum-
Mrs. Panzarelli said that at the most recent meeting, additional course offerings were discussed as well as Virtual High School
- 6.4 Finance/Negotiations-
Ms. King Cote reinforced Mrs. McManus' prior discussion about budget developments
- 6.5 MCSBA/Legislative-no report
- 6.6 Personnel-no report
- 6.7 Policy-no report
- 6.8 Special Education Liaison-no report

7.0 Board Secretary's Office – Mr. McManus

- 7.1. Motion to approve the following minutes:

January 8, 2014	Regular & Reorganization Meeting
January 15, 2014	Regular Meeting & closed session

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING FEBRUARY 12, 2014 MINUTES</p>
--

8.0 Buildings & Grounds – Mr. McManus

- 8.1 Facilities Update
- 8.2 Use of Facilities

9.0 Finance

- 9.1 Motion to approve Rutgers Douglass Outreach Services to provide program coordinator to work with teacher and provide intensive ABA Therapy and teaching techniques for preschool disabled class effective February 1, 2014, through April 30, 2014, at a total cost of \$7,200 (\$2,400 per month).
- 9.2 Motion that the Board approve the modification of the dates in the advertisement for the Security Upgrade project number 2430-060-13-2003 for the Keyport Central School and project number 2430-050-14-2001 for Keyport High School. (attachment).
- 9.3 Motion that the Board approve the modification of the dates in the advertisement for the Window Replacement project number 2430-050-14-2002 for Keyport High School. (attachment).

A motion was made to move items 7.1 and 9.1 through 9.3 by Mrs. Panzarelli and seconded by Mr. Bright and carried by a unanimous roll call vote of 7-0.

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
Dinardi, Cynthia	5/28/14	NJTESOL/NJBE 2014 Spring Conference for ESL	New Brunswick, NJ/42	\$187*
Finch, Kimberly	5/28/14	NJTESOL/NJBE 2014 Spring Conference for ESL	New Brunswick, NJ/42	\$187*
Hamel, Nicole	5/28/14	NJTESOL/NJBE 2014 Spring Conference for ESL	New Brunswick, NJ/42	\$187*
Miller, Peter	2/24 & 2/25/14	2014 NJAHPERD Annual Convention	Long Branch, NJ/0	\$120
Perri, Tina	3/25/14	Meeting Common Core State Standards for Writing	Long Branch, NJ/0	\$229
Romanetz, Lillian	2/24/14	2014 Conference for NJ	Atlantic City, NJ/183	\$287

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING FEBRUARY 12, 2014
MINUTES**

		Kindergarten Teachers		
Snowden, Lisa	2/24/14	2014 Conference for NJ Kindergarten Teachers	Atlantic City, NJ/183	\$287
Stone, Lauren	3/25/14	Meeting Common Core State Standards for Writing	Long Branch, NJ/20	\$236
White, Cerelle	3/11/14	Psychodrama with Individuals	W. Long Branch, NJ/38	\$110

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

* Paid from NCLB Acct #20-241-200-590-13

- 10.2 Motion that the Board approve Melissa Jones to attend 69th ASCD Annual Conference and Exhibit Show in Los Angeles, California from March 14, 2014, through March 18, 2014, at a cost of \$1,634.50 (\$359 to be paid from NCLB Acct #20-271-200-590-13-00-000 and \$1,275.50 to be paid from Acc #11-000-223-800-07).

Registration Cost:	\$ 359.00
Airfare	\$ 402.00
Hotel Costs (\$133 per day)	\$ 532.00
Meal Reimbursement	\$ 319.50
Airport Shuttle Service round trip	\$ 36.00
Parking	<u>\$ 10.00</u>
	<u>\$1,658.50</u>

- 10.3 Motion to approve a Field Practicum in Keyport High School for Brandon Gress, a Brookdale Community College student, for 60 hours of observation starting February 13, 2014, through May 30, 2014. The cooperating teacher will be Lisa Wallin.
- 10.4 Motion to approve 20 Hours of Volunteerism in Social Work for Danielle Dorsi, a Brookdale Community College student, starting February 13, 2014, through May 30, 2014. The cooperating Social Worker will be Cerelle White.
- 10.5 Motion to approve Lesley Guttman to work two "Family Math Nights" at Central School, from 6 PM -8 PM, at the rate of \$35 per hour, to be funded from NCLB Title I funds.
- 10.6 Motion to approve Casey LaSalle to work the Title I After School Programs, for a teacher on maternity leave, from March 24, 2014, through May 23, 2014, at the rate of \$35 per hour, to be funded from NCLB Title I funds.

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING FEBRUARY 12, 2014 MINUTES</p>
--

10.7 Motion to approve the application for CentraState to apply for a substance abuse prevention services grant from the Monmouth County Division of Mental Health and Addiction Services (MCDADAS) for the Keyport Central School.

A motion to move item 10.1 through 10.7 was made by Mrs. Panzarelli and seconded by Ms. King Cote and carried by a unanimous roll call vote of 7-0.

11.0 Personnel

11.1 Motion to approve the December 2013 Security Drill Report as follows:

High School	Evacuation Drill	All staff & students	1/14/14 - 9:30 a.m.
High School	Fire Drill	All staff & students	1/22/14 - 8:30 a.m.
Central School	Lockdown Drill	All staff & students	1/13/14 - 12:30 p.m.
Central School	Fire Drill	All staff & students	1/23/14 - 9:00 a.m.

11.2 Motion to accept the Harassment, Intimidation and Bullying (HIB) incident reports as follows:

	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
January 2014	Central	0	0
January 2014	High School	1	0

11.3 Motion to approve Matthew Gallopo, Brookdale Student, for an internship with the Keyport Board of Education for the Spring 2014 semester.

11.4 Motion to approve Marisa Khachaturian as the Central School Art Teacher effective March 17, 2014, through June 30, 2014, at a salary of \$54,591 prorated, MA Step 2, pending Criminal History Clearance.

11.5 Motion, as per recommendation of the Superintendent, to amend Erica Wesley's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

12/2/13	Fifteen (15) Accrued Sick Days
12/30/13	Delivery Date
1/2/14 - 2/21/14	Accrued Sick Days
2/24/14 - 4/11/14	FMLA/NJFLA Leave
4/14/14 - 6/30/14	Unpaid Leave

11.6 Motion, as per recommendation of the Superintendent, to approve Nicole May's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING FEBRUARY 12, 2014
MINUTES**

3/24/14	Six (6) Accrued Sick Days
4/1/14	Delivery Date
4/2/14 - 4/14/14	Accrued Sick Days
4/15/14-6/19/14	FMLA/NJFLA Leave

- 11.7 Motion to approve Virginia Barry as a Central School PT Special Education Aide effective February 17, 2014 through June 19, 2014 at a salary of \$9,209 prorated pending Criminal History Clearance.
- 11.8 Motion to approve Nicole Varipapa, as a substitute Speech Therapist effective February 13, 2014, at a cost of \$75 per hour, total cost not to exceed \$6,000, pending criminal history clearance.
- 11.9 Motion to approve Ines Cantatore as Central School Spanish Teacher effective April 22, 2014, or sooner if released from her contract, through June 30, 2014, at a salary of \$50,244, BA, Step 1, prorated, pending Criminal History Clearance.
- 11.10 Motion to approve Tiffany Rowald as Central School 4th Grade Math Teacher effective April 22, 2014, or sooner if released from her contract, through June 30, 2014 at a salary of \$51,464, BA, Step 3, prorated, pending Criminal History Clearance.
- 11.11 Motion to approve Jennifer Kaye as the long-term replacement for Nicole May, Central School 4th Grade Language Arts effective March 20, 2013 through June 20, 2014 at a Salary of \$50,244, BA Guide, Step 1, prorated, pending Criminal History Clearance.
- 11.12 Motion to approve the following candidate as a substitute teacher for the 2013-2014 school year at the prevailing rate of pay:

Group I

Jennifer Kaye*	Elementary School Teacher with Mathematics Specialization in Grades 5 – 8
----------------	--

*pending criminal history clearance

A motion to move item 11.1 through 11.12 was made by Ms. King Cote and seconded by Ms. Durkin and carried by a unanimous roll call vote of 7-0.

12.0 Old Business-there was no old business at this time

13.0 New Business-

Board Member Ms. Durkin stated that the Union Beach calendar builds in two snow days each year

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING FEBRUARY 12, 2014
MINUTES**

14.0 Public Participation-

Mrs. Lazar, Keyport Central School second grade teacher stated nationwide on March 3rd, students will be celebrating Dr. Seuss day and encouraging reading. Mrs. Lazar requested that each member of the Board set aside a half hour on that day to read with children.

At this time Ms. Durkin made a motion to adjourn the regular portion of the meeting and this was seconded by Mrs. Panzarelli and carried by unanimous consent.

At this time, Ms. King Cote made a motion to go into Executive Session and this was seconded by Mr. Biagiante and carried by unanimous consent.

15.0 Adjournment to Executive Session (TIME: 8:25 p.m.)

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 February 12, 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.

MOTION: Ms. King Cote

SECOND: Mr. Biagiante

16.0 Adjournment

16.1 Upon motion by Ms. King Cote, seconded by Mrs. Panzarelli, the meeting was adjourned at 8:24PM.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi