

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING JANUARY 21, 2015
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 14, 2015, as approved at the reorganization meeting of the Board of Education held on January 7, 2015. 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. Bright (**absent**)
Ms. Burke
Ms. DeGracia
Ms. Fox
Ms. Durkin, UB Rep.*

Mr. Henning
Ms. King-Cote, Vice Pres.
Mrs. Malinconico, President
Mrs. Panzarelli
Mr. White (**absent**)

Student Council Representative: Shayna Grandon

**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

3.1 Letter of retirement was received on January 16, 2015, from Jane Gagliano, effective April 30, 2015. Resolution 10.11 under personnel.

At this time, Shayna Grandon, Student Council representative, gave an update on student council activities regarding the Drama Club, Student of the Month and the Baseball Team.

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4.0 Public Participation – Agenda Items

- Mr. Pat Harrington, Washington Ave, Union Beach spoke about former Keyport Softball Coach Ulrich and how the girls were upset about the change. He spoke about the commitment Coach Ullrich gave to the students. He said Coach Ullrich is an overwhelming person who supports student needs. He said Coach Ullrich is a good coach and presented the Board of Education with a petition signed by numerous students and residents to have Coach Ulrich reinstated.
- Dr. Ed McNamara, Maple Place, Keyport inquired about the budget transfers. He asked if this was essentially a paper shuffle. He inquired about item 9.1 is this a fair grade, he inquired about item 10.10 and also asked what does she teach.

5.0 Superintendent and Other Reports

- 5.1 Superintendent’s Report – Mrs. Savoia
Mrs. Savoia stated that Mrs. Gagliano resigned.
- 5.2 Student Council Representative Report

6.0 Board Secretary’s Office – Mr. McManus

- 6.1 Motion to approve the following minutes:
December 17, 2014 Regular Minutes
January 7, 2015 Reorganization Minutes

7.0 Buildings & Grounds – Mr. McManus

- 7.1 Facilities Update
- 7.2 Use of Facilities

8.0 Finance

- 8.1 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 November 30, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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8.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of December which is in agreement.

8.3 Motion to approve bills for the month of January 2015 in the amount of \$557,881.12, supplemental bills for December 2014 in the amount of \$6,450.00 and supplemental bills for the month of January 2015 in the amount of \$10,239.26.

8.4 Motion to approve the transfer of funds for the month of December as follows:

Transfer to	Account Name	Transfer From	Account Name	Amount
11-000-213-600-07-00-000	Nursing Supplies	11-000-213-600-01-00-000	Substance Abuse	74
11-000-261-420-11-00-000	Maintenance/Repair	11-000-261-610-11-00-000	Maintenance Supplies	1,554
11-000-262-100-02-01-000	CS Cust OT	11-000-262-100-02-00-000	CS Cust Sal	2,000
11-000-262-100-02-03-000	CS Cust Subs	11-000-262-100-02-00-000	CS Cust Sal	2,000
11-120-100-101-02-05-000	Breakfast Monitor	11-120-100-101-02-02-000	Gr 1-5 Teachers	5,000
11-130-100-101-11-00-000	Gr 6-8 Class Coverage	11-130-100-101-02-02-000	Gr 6-8 Teachers	500
11-150-100-101-11-00-000	Home Instruction Sal	11-150-100-320-07-00-000	HI Consultants	88
11-190-100-106-11-00-000	Sub Caller	11-190-100-106-11-01-000	Aides Sal	1,500
11-190-100-610-02-02-000	CS Copier	11-000-291-270-11-00-000	Employee Insurance	7,530
11-190-100-610-02-17-000	CS Tech	11-190-100-610-02-07-000	CS Workbooks	112
11-190-100-610-01-09-000	HS TV Studio	11-190-100-610-01-10-000	HS SS Supplies	21
11-401-100-101-00-00-000	CS Music Sal	11-230-100-101-11-00-000	BSI Sal	616
13-422-100-101-00-00-000	Sal of Teachers	11-230-100-101-11-00-000	BSI Sal	3,884
13-422-100-106-00-00-000	Others Sal	11-230-100-101-11-00-000	BSI Sal	1,094
11-000-251-890-05-00-000	Bus Off Misc Exp	11-000-251-100-05-02-000	Sal Payroll Clerk	4,525
11-000-217-320-02-00-000	Purch Prof CS	11-000-100-566-08-00-000	Tuition Private School	10,000
11-000-261-420-11-00-000	Maintenance/Repair	11-000-291-270-11-00-000	Employee Insurance	53,500
11-000-240-800-07-00-000	Adm Prof Dues	11-000-230-895-05-00-000	School Board Dues	180

8.5 Motion to approve the amended audit for the 2013-2014 school year. This reflects an end of fiscal year balance in the Maintenance Reserve Account of \$142,702.91 to a final balance of \$928,783.91 and a corresponding decrease in Reserved Excess Surplus of \$142,702.91 to a final balance of \$509,782.00. In the 2013-2014 audit, there are two audit findings.

8.6 Motion to approve the attached Corrective Action Plan for the 2013-2014 audit, as per the recommendation of the Board of Education auditor. There are two audit findings.

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- 8.7 Motion that the Board approve the transfer of \$150,000 in account number 11-000-261-420-11-00-000 Maintenance Repair from account number 11-000-100-566 Private School Tuition in the amount of \$50,000 and account number 11-000-291-270-11 Employee Health Insurance. The County approved 2014-2015 Budget was incorrect.
- 8.8 Motion that the Board approve the transfer of \$290,734.57 into account number 11-000-261-420-11 Maintenance Repair from account number 11-000-263-610-11-00-000 Care of Grounds. This represents \$286,301 that was transferred from Maintenance Reserve into account number 11-000-263-610-11-00-000 Care of Grounds in error. The balance of \$4,433.57 was a budget transfer into account number 11-000-263-610-11-00-000 that should have been placed in 11-000-261-420-11 Maintenance Repair.
- 8.9 Motion to re-direct the disbursements in the amount of \$371,167.89 and open encumbrances of \$305,365 from account number 11-000-263-610 Maintenance Care of Grounds Supplies to account number 11-000-261-420 Maintenance and Repair.
- 8.10 Motion that the Board authorize the Business Administrator, Edward McManus, to advertise for the Central School Electric ROD Grant project for NJSDA project number 2430-060-14-G2CD.
- 8.11 Motion that the Board authorize the Business Administrator, Edward McManus, to advertise for the Central School Multipurpose Room Air Conditioning ROD Grant project under NJSDA project number 2430-050-14-G2CF.
- 8.12 Motion that the Board authorize the Business Administrator, Edward McManus, to advertise for the Keyport High School Air Conditioning (4 classrooms) ROD Grant project under NJSDA ROD Grant project number 2430-050-14-G2BZ.

A motion was made to move items 6.1 through 8.12 by Ms. Panzarelli and seconded by Mr. Henning and carried by roll call vote of 8-0 except for 6.1 which Ms. Durkin abstained on December 17, 2015 minutes.

9.0 Curriculum

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9.1 Motion to approve the 2013-2014 district grade of a 74 for the NJDOE School Self Assessment for Determining Grades under the Anti-Bullying Bill of Rights.

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

<u>Date</u>	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
December 2014	Central	0	0
December 2014	KHS	1	0

9.3 Motion to approve the December 2014 Security Drills:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Fire Drill	All staff & students	December 4, 2014 8:30 a.m.
Keyport High School	Bomb Threat Drill	All staff & students	December 18, 2014 1:00 p.m.
Keyport Central School	Fire Drill	All staff & students	December 8, 2014 10:05 a.m.
Keyport Central School	Bomb Threat	All staff & students	December 22, 2014 9:30 a.m.

9.4 Motion to amend the calendar for the 2014-2015 school year, as attached.

A motion was made to move items 9.1 through 9.4 by Mr. Henning and seconded by Ms. Panzarelli and carried by unanimous roll call vote of 8-0.

10.0 Personnel

10.1 Motion to approve Stephanie Kaplan as a Central School Part Time Aide for the 2014-2015 school year at a salary of \$9,209 (pro-rated), pending negotiations and criminal history clearance.

10.2 Motion to approve Jennifer Guitierrez-Rojas to teach an additional block every other day, beginning February 1, 2015 through June 30, 2015 at a pro-rated rate of \$8,796.00.

10.3 Motion to approve Mary Mack to teach an additional block every other day beginning February 1, 2015 through June 30, 2015 at a pro-rated rate of \$7,708.00.

10.4 Motion to approve Susan Jala to teach an additional block every other day beginning February 1, 2015 through June 30, 2015 at a pro-rated rate of \$10,094.00.

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

Group I

Jenna DeMarco* CEAS Elementary K-6

Group II

Tammy Tanski* 60+ credits
 Lizabeth Dinnigan 60+ credits
 Renee Driscoll 60+ credits

*pending completion of paperwork

- 10.6 Motion to approve Mary Mack to pilot the Spanish Club at Keyport High School for the 2014-2015 school year.
- 10.7 Motion to approve Robert Stetz to perform his school administration internship through Scranton University at Keyport High School.
- 10.8 Motion to approve the following Spring 2015 Coaching Positions:

Position	Coach	Stipend
2 nd Semester Fitness	John Paczkowski	\$1,600
2 nd Semester Community Fitness	Andrea Walsh	\$1,600
Head Track	Deboney Braithwaite	\$7,007
Assistant Track	Dominick Amoroso	\$5,380
Head Baseball	Kyle Keelen	\$7,709
Assistant Baseball	Dean Athans	\$5,654
CS Baseball	James Wesley	\$5,535
Head Softball	Henry Arlequin	\$7,709
Assistant Softball	Alissa Fransisco	\$5,654
CS Softball	Staci Minuskin	\$5,535
Head Volleyball	Steve Bower	\$5,535

Volunteer Coaches:

Baseball – Pete Miller, Eric Devlin, Shaun Lyons

- 10.9 Motion to approve Christopher Gander as the Keyport High School TV Advisor for the 2014-2015 school year at a stipend of \$2,000, prorated.
- 10.10 Motion to approve Jennifer Yeung to teach an additional block every other day beginning February 1, 2015, through June 30, 2015, at a prorated rate of \$7,178.
- 10.11 Motion to accept, with regret, the retirement of Jane Gagliano, Central School Guidance Counselor effective April 30, 2015.

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10.12 Motion to appoint John Kowalcyk as School Psychologist for the Keyport School District for the 2014-2015 school year effective February 12, 2015, or sooner if he can be released from his current contract, at a prorated salary of \$55,812; MA+30 Guide, Step 1, pending negotiations and criminal history clearance.

A motion was made to move items 10.1 through 10.12. by Mr. Henning and seconded by Mrs. Panzarelli.

At this time a motion was made by Ms. Panzarelli and seconded by Ms. King-Cote to table item 10.8. Motion carried by unanimous roll call vote of 8-0.

Motion 10.1 through 10.12 was carried by unanimous roll call vote of 8-0 with the exception of 10.8. which was tabled.

11.0 Policy

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

Policy 1510	Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination
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A motion was made to move items 11.1 by Mr. Henning and seconded by Ms. King-Cote and carried by unanimous voice vote of 8-0.

12.0 Old Business

13.0 New Business

Board Member Ms. Burke inquired about the possibility of offering an additional foreign language.

14.0 Public Participation

- Ms. Vaughn, Pershing Place, Keyport inquired about the status of Culinary teachers. Ms. Vaughn also inquired about whether there was new curriculum for panic and anxiety.

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

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

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- a. That it is hereby determined that it is necessary to meet in Executive Session on January 21, 2015, 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: Mr. Henning SECOND: Ms. King-Cote

16.0 Return to Open Session (TIME: 9:30 p.m.)

17.0 Adjournment

- 17.1 Upon motion by Mr. Henning, seconded by Mrs. Panzarelli, the meeting was adjourned at 9:40 p.m. by unanimous voice vote.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi