

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING OCTOBER 10, 2012 MINUTES

1.0 Opening Procedures

1.1 The meeting was called to order at 7:53 p.m. by Board President Henning, 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 April 29, 2012, as approved at the regular meeting of the Board of Education held on April 25, 2012. 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, Vice Pres. (absent)	Mr. Henning, President
Mr. Bright	Ms. King-Cote (absent)
Ms. Burke (absent)	Ms. Knudsen
Mr. Cooper	Mrs. Malinconico (absent)
Ms. Durkin, UB Rep.*	Mrs. Panzarelli
Student Council Representative:	Angelina Tornetto

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

2.0 Presentation –

2.1 EVVRS Report

Mr. Waters and Mr. Flynn spoke of the following incident reports at the schools:

	Violence	Vandalism	Weapon	Substance Abuse	HIB
KCS Period 1	3	0	1	0	3
KCS Period 2	0	3	0	0	2
KCS Total	3	3	1	0	5

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	Violence	Vandalism	Weapon	Substance Abuse	HIB
KHS Period 1	5	0	1	2	1
KHS Period 2	1	0	0	1	3
KHC Total	6	0	1	3	4

3.0 Communications – Mrs. Savoia

- 3.1 Ms. Kimberly Rosas submitted a letter of resignation on October 1, 2012, effective October 8, 2012. Resolution 11.14.
- 3.2 Ms. Vanessa Sisk submitted her letter of resignation on October 4, 2012, as Head Cheerleading Coach at Keyport High School effective November 30, 2012. Resolution 11.15

4.0 Public Participation – Agenda Items – None

5.0 Superintendent and Other Reports

- 5.1 Superintendent’s Report – Mrs. Savoia
 - The district went through QSAC last year; this year we have to assure that we continue with our excellence. The District did very well in the QSAC area.
 - There was one incident of bullying in both buildings last month. One was confirmed and one was not.
 - Mrs. Savoia gave a PowerPoint presentation on (1) QSAC, (2) 2012-2013 District & Merit Goals and (3) NCLB Waiver/State Based Accountability System.
- 5.2 Student Council Representative Report – available at regular meeting

6.0 Committee Reports

- 6.1 Buildings & Grounds/Safety & Security/Recycling
- 6.2 Community Relations/Foundation
 - Mr. Henning spoke of the following items which were discussed at the meeting held on October 3:
 - Various teacher websites were randomly selected for review.
 - Discussion of “Parent Night” to help teach parents how to use parent portal.
 - Open House for Union Beach students will be held on January 23 from 7 to 9; student representatives will be guides.

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- A survey will be distributed regarding having the 7th Grade Dance immediately following graduation.
- 8th Graders will participate in Spirit Week and Homecoming Dance at the High School to feel more a part of the High School.

- 6.3 Curriculum
- 6.4 Finance/Negotiations
- 6.5 MCSBA/Legislative
- 6.6 Personnel
- 6.7 Policy

Mrs. Savoia spoke of the following items which were discussed at the October 3 policy meeting:

- Policy 0167- Public Participation
- Grading System at High School; Regulation 2624 will be modified
- Payment of Claims

- 6.8 Special Education Liaison

7.0 Board Secretary's Office – Mr. Marra

- 7.1. Motion to approve the following minutes:

September 19, 2012 Regular Meeting & closed session

- 7.2. Motion to approve the following policies for second reading to be attached to the minutes after the second reading:

Policy 0155	Board Committees
Policy 0163	Quorum
Policy 7520	Loan of School Equipment

- 7.3. Motion to approve the following policy for first reading to be attached to the minutes after the second reading

Policy 6470	Payment of Claims
Regulation 6470	Payment of Claims
Policy 0167	Public Participation in Board Meetings
Regulation 2624	Grading System

8.0 Buildings & Grounds – Mr. Marra

- 8.1 Facilities Update – None

- 8.2 Use of Facilities

- 8.2.1. Motion to approve the following resolution:

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WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities, as listed in the attached document for the various school facilities of the Keyport School District, are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

NOW THEREFORE, BE IT RESOLVED, that the Keyport School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the Keyport School District in compliance with Department of Education requirements.

- 8.2.2. Motion to approve request from Keyport Recreation/Keyport Police to use the Central School Cafeteria on October 27, 2012, from 11 a.m. to 3 p.m. for a Halloween parade and contest.
- 8.2.3. Motion to approve request from Girl Scouts Daisy Troop 832 to use the Central School Cafeteria on Fridays, October 19, 2012, through June 14, 2013, from 3 p.m. to 4:30 p.m. for troop meetings.

9.0 Finance

9.1 Secretary’s Report

9.1.1 Financial Information:

Interest, September	\$ 392.87
Year to date	\$1,143.87
Cafeteria Report	(First report available in November)

- 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 September 30, 2012, 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 Reports of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of September which is in agreement.
- 9.4 Motion to approve bills for the month of October 2012 in the amount of TBD and supplemental bills for September in the amount of TBD.
- 9.5 Motion to approve the transfer of funds as follows:

From	To	Amount
13-422-100-610-00-00-000 General Supplies-Summer	13-422-100-320-00-00-000 Purch Prof – ESY (Adj 30)	\$1,296
13-422-100-610-00-00-000 General Supplies-Summer	13-422-100-320-00-00-000 Purch Prof – ESY (Adj 31)	\$10
11-000-230-339-05-00-000 Treasurer Sch Monies Sal	11-000-230-340-00-00-000 Purch Technical Serv (Adj 32)	\$3,000
11-000-230-332-05-00-000 Auditor Fees	11-000-230-340-00-00-000 Purch Technical Serv (Adj 33)	\$2,552.50
12-000-400-932-11-00-000 Window Replacement	12-000-261-730-01-00-000 Purchase of Equipment (Adj 34)	\$4,300
20-273-200-600-13-00-000 TIIA Sup 11-12	20-273-200-500-11-00-000 TIIA Oth Pur Svc 11-12 (Adj 37)	\$171.21
13-422-100-610-00-00-000 General Supplies-Summer	13-422-100-101-00-00-000 Salaries of Teachers (Adj 38)	\$3,000
11-190-100-610-02-07-000 Cent Sch Workbooks	11-000-221-102-11-01-000 Director Curriculum Sal (Adj 39)	\$3,000

- 9.6 Motion to authorize the School Business Administrator to file the final report for NCLB FY2012, which includes the following carryovers:

Title I	\$ TBD
Title II A	\$ TBD
Title II D	\$ TBD
Title III	\$ TBD
Title IV	\$ TBD

- 9.7 Motion to authorize the School Business Administrator to file the final report for the IDEA FY2012; there will be no carryover.

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- 9.8 Motion to approve four (4) 60-month lease agreements with Atlantic Business Products under State Contract No. A 51464 for the following copiers:

<u>Copier</u>	<u>Local</u>	<u>Monthly Lease</u>	<u>Annual</u>
(1) Savin MP3352SP	HS Media Center	\$151.19	\$1,814.28
(1) Savin MPC3002	District Tech Office	\$165.25	\$1,983.00
(2) Savin 907EX	HS Teachers' Lounge CS Teachers' Lounge	\$440.73	\$5,288.76
Black copies for 1,705,591 copies/prints per year			\$7,675.16
Color Copies for 6,568 copies/printer per year			\$394.08
PROJECTED NEW ANNUAL EXPENSES			\$22,444.04

- 9.9 Motion to approve the following out of district tuitions for the 2012-2013 school year:

Career Center	SID 7305355840 (UB)	\$ 5,100
Collier	SID 6675265610	\$52,571

- 9.10 Motion to accept the audit report. In accordance with Chapter 22A, PL 1951 (NJSA 18A:23-1), within thirty days following receipt of audit (Comprehensive Annual Financial Report for the fiscal year ending June 30, 2012), the Board of Education shall, at its regularly scheduled meeting to which the public is admitted, cause the recommendations of the auditor to be read and discussed and duly noted in the minutes. In the 2011-2012 audit, there were no recommendations.

- 9.11 Motion to approve the submission of the New Jersey Child Assault Prevention (CAP) Grant Application in the amount of \$4,342 for Grades 6, 7, and 8, as recommended by the Superintendent for the 2012-2013 school year at no cost to the District.

- 9.12 Motion to accept a donation of The Building Your Future classroom set, for Financial Literacy, from The Actuarial Foundation with a total value of \$500.

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:

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Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Cleveland, Denise	9/14/12, 10/12/12, 11/2/12, 12/7/12, 1/11/13, 2/8/13, 3/8/13, 4/12/13, 5/10/13	MCADSE Monthly Meetings	Neptune, NJ/123 (44 miles per trip)	\$122.76
DePasquale, Anthony	12/18/12	NJPSEA/FSA Bullying Update	Monroe, NJ/34	\$85.48
Dinardi, Cynthia	12/10/12	Response to Intervention for Struggling ELLS	Edison, NJ/45	\$13.95*
Eckert, Jennifer	10/2/12	DOE School Climate Improvement	Eatontown, NJ/0	n/a
McCann, Diane	10/27/12	AP English Language and Composition Workshop	Colts Neck, NJ/28	\$213.49**
Jones, Melissa	11/20/12	Time to Choose a Principal Evaluation System	Monroe, NJ/34	85.54
Racioppi, Dawn	10/30/12	Yearbook -New Features offered on Jostens Website	Sandy Hook, NJ/0	n/a
Recco, Philip	10/27/12	AP Biology-Transitioning to Inquiry based labs	Colts Neck, NJ/0	\$205**
Savoia, Lisa	11/20/12	Time to Choose a Principal Evaluation System	Monroe, NJ/0	\$75
Slattery, Tiffani	10/26/12	Honors Band Directors' Meeting	Keansburg, NJ/0	\$70
Sproat, Jennifer	10/27/12	AP English Language and Composition Workshop	Colts Neck, NJ/28	\$213.49**
Ullrich, Amy	1/17-1/19/13	Softball Coaches Clinic	Cherry Hill, NJ/149	\$161

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

*Paid from NCLB Title III Acct #20-245-200-500-00-00-000

**Paid from NCLB Title IIA Acct #20-272-200-580-11-00-000

10.2 Motion to approve the New Jersey QSAC Statement of Assurance for the 2012-2013 school year for the Keyport School District.

10.3 Motion to approve the Keyport Public Schools Security Plan for the 2012-2013 school year.

11.0 Personnel

11.1 Motion to rescind the action taken at the August 8, 2012, meeting (Resolution 11.20) to approve an internship for Matthew Matsutani.

11.2 Motion to approve the professional development Consortium between Keyport and Union Beach to join the Central Jersey Consortium for Excellence and Equity (CTEE) not to exceed \$2500 (through NCLB Title II Funds).

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- 11.3 Motion to approve the following members of the 2012-2013 District Evaluation Advisory Committee “DEAC” Committee:

Position	Name
Superintendent	Lisa Savoia
Central Office Administrator	Melissa Jones
Board of Education Member	Elena Malinconico
Principal	Anthony Rapolla
Principal	Michael Waters
Administrator Conducting Evaluations	Denise Cleveland
Union Representative	Valerie Rogers
High School Teacher	Ann Murray
Middle School Teacher	Grace Gramaglia
Elementary School Teacher	Alexis Annucci
Data Coordinator	Robin Gallo
Parent	Judy Anderson

- 11.4 Motion to approve the following High School Winter Athletic Coaches and Volunteers for the 2012-2013 school year:

POSITION	NAME	STEP	STIPEND
HS Head Boys Basketball	Phil Recco	4	\$7,991*
HS Assistant Boys Basketball	Shaun Lyons	4	\$5,865*
HS Head Girls Basketball	Deboney Braithwaite	2	\$7,732*
HS Assistant Girls Basketball	Staci Minuskin	2	\$5,606*
HS Head Wrestling	Albert Smith	4	\$7,421*
HS Assistant Wrestling	Steve Bower	2	\$5,340*
HS Head Bowling	Sal Principe	4	\$5,395*

*pending negotiations

Volunteers:

Basketball – Larry Peterson, Jim Maguire

Wrestling – Pete Christathakis, Jose Hernandez

Bowling – Paul Peacock

- 11.5 Motion to approve the following Central School Winter athletic coaches for the 2012-2013 school year:

POSITION	NAME	STEP	STIPEND
CS Boys Basketball	Robert Stetz	4	\$5,480*
CS Girlsbasketball	Amy Ullrich	2	\$5,222*
CS Cheer	TBD	1	\$4,242*

*pending negotiations

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- 11.6 Motion to approve the following per diem athletic assignments for the 2012-2013 school year:

POSITION	NAME	RATE
Clock Operator	Barrett Oxley	\$35 Per Contest
Crowd Control	James Wesley	\$35 Per Contest
Crowd Control	Nick Christathakis	\$35 Per Contest
Tickets	Michelle Cannizzaro	\$35 Per Contest
Trainer	Dominick Amoroso	\$75 Per Event
Trainer	Marleen Perez	\$75 Per Event
Crowd Control	Val Rogers	\$35 Single Game \$52.50 Per Double
Clock Operator	Pete Miller	\$35 Single Game \$52.50 Per Double

- 11.7 Motion to approve the following individuals for the KCS Academic Enrichment Program for the 2012-2013 school year at the rate of \$35 per hour, not to exceed \$1,500 per person (20-232-100-101-11-000):

Name	Position	Grades
Michelle Santoro	After School Language Arts Instructor	2-3
Nicole May	After School Language Arts Instructor	4-5
Michelle Lehman	After School Language Arts Instructor	6-7
Marie Denardo	After School Math Instructor	2-3
Amanda Moore	After School Math Instructor	4-5
Amanda Andrews	After School Math Instructor	6-7

- 11.8 Motion to approve the following individuals for the KHS Academic Enrichment Program for the 2012-2013 school year at the rate of \$35 per hour, not to exceed \$1,500 per person (20-232-100-101-11-000):

Name	Position	Grade
Stephen Slater	After School Math Instructor	8
Christina Egan	After School Language Arts Instructor	8

- 11.9 Motion to approve Samuel Cabellero as a Substitute Custodian for the 2012-2013 school year at the rate of \$11 per hour.

- 11.10 Motion to approve Shannon Kelly to do no less than 4 hours of observation at Keyport High School for an Educational Psychology class at Brookdale Community College under the direction of Michael Waters, Keyport High School Principal.

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11.11 Motion to approve Erin Kilroy to do no less than 30 hours of observation at Keyport High School for a Social Work Degree at Monmouth University under the direction of Michael Waters, Keyport High School Principal.

11.12 Motion to approve the following candidates as substitute teachers for the 2012-2013 school year at the prevailing rate of pay:

Group I

Donna Falloon* Wagner College (1994)
Elementary School Teacher

Michelle Gagliardi* Seton Hall
CEAS Elementary School Teacher K-5
CEAS Teacher of Students with Disabilities

Megan Mintee* TCNJ (2011)
Provisional Elementary School Teacher K-5
Provisional Teacher of Students with Disabilities

Maureen McGreevy* Fordham (1998)
Teacher of Comprehensive Business
Teacher of Marketing Education

Daniel Morris BA Morgan State (1971)
Teacher of the Handicapped

*pending completion of paperwork

11.13 Motion to approve Anthony DePasquale, Director of Guidance, as the mentor for Jennifer Eckert, SAC for the 2012-2013 school year.

11.14 Motion was made by Ms. Panzarelli, seconded by Ms. Durkin to rescind the action taken at the September 19, 2012, meeting (Resolution 11.3) and to accept the resignation of Kimberly Rosas, Literacy Coach, effective October 8, 2012.

On a roll call five (5) members voted yes. Ms. Durkin voted no.
Motion 11.14 passed.

11.15 Motion to accept the resignation of Vanessa Sisk as the High School Cheerleading Coach effective November 30, 2012.

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11.16 Motion to approve the following 2012-2013 Proposed Quantitative and Qualitative Merit Goals for Lisa Savoia, Superintendent:

2012-2013 Proposed Quantitative Merit Goals 3.33% Compensation \$4,373

1. Advanced Placement Scores

- There will be an increase in the number of students that score a 3 or better on the English Composition Grade 11 and English Literature Grade 12 advanced placement tests sponsored by College Board.
 - 70% score 3 or better would yield \$4,373
 - 60% score 3 or better would yield \$2,915
 - 50% score 3 or better would yield \$1,457

2. NJASK 6

- Tying directly to our LA initiatives in Grade 6 student growth percentile on the NJASK in LA will be higher for students in like schools.
 - 5% increase \$4,373
 - 4% increase \$2,915
 - 3% increase \$1,457

3. Common Core Standards

- The Superintendent of Schools (Chief School Administrator) will successfully complete certification as a “Black Belt” of the Common Core Standards by August 2013. This certification will assist with the district’s curricular alignment to the rigor of the new standards and ensure that all students are college and career ready upon graduation.

2012-2013 Proposed Qualitative Merit Goals 2.5% Compensation \$3,283

4. Grade 8

- Develop an action plan to restructure Keyport Schools with the first priority being relocating the 8th grade to Central School.

12.0 Old Business – None

13.0 New Business – None

14.0 Public Participation

- Rose Lloyd, 99 Greengrove Avenue, spoke of MOESC afterschool care program option.

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15.0 Adjournment to Executive Session (TIME: 9:03 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 October 10, 2012, to discuss
 - Personnel
 - 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. Durkin

SECOND: Ms. Knudsen

16.0 Return to Open Session (TIME: 9:35 p.m.)

17.0 Adjournment

Upon motion by Mr. Bright, seconded by Mrs. Panzarelli, the meeting was adjourned at 9:37 p.m.

Respectfully Submitted,

Joseph J. Marra,
Board Secretary/
Business Administrator

JJM:bi