

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING SEPTEMBER 19, 2012  
AGENDA**

**1.0 Opening Procedures**

- 1.1 Call to Order
- 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.	Mr. Henning, President
Mr. Bright	Ms. King-Cote
Ms. Burke	Ms. Knudsen
Mr. Cooper	Mrs. Malinconico
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 Presentations –**

- 2.1 Student Recognition – Mrs. Savoia
- 2.2 Code of Ethics – Mr. Marra

**3.0 Communications – Mrs. Savoia**

- 3.1 Thank you letter was received from Union Beach Board of Education for hosting the annual Keyport/Union Beach Board Retreat on August 29, 2012.
- 3.2 Thank you card was received from Mr. Principe for the sympathy card sent from the Board of Education.

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- 3.3 Ms. Kimberly Rosas submitted her letter of resignation on September 12, 2012, effective November 12, 2012. Resolution 11.3 under Personnel.
- 3.4 Ms. Allison Lemberg submitted her letter of resignation on August 22, 2012, effective October 19, 2012. Resolution 11.4 under Personnel.
- 3.5 Mr. Joseph Gabriel submitted his letter of resignation on August 27, 2012, effective August 31, 2012. Resolution 11.5 under Personnel.

**4.0 Public Participation – Agenda Items**

**5.0 Superintendent and Other Reports**

- 5.1 Superintendent’s Report – Mrs. Savoia

**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. Marra**

- 7.1 Motion to approve the following minutes:

August 8, 2012	Regular Meeting & closed session
August 29, 2012	Keyport/Union Beach Board Retreat

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

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

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- 7.3 Motion to approve the following policies and regulation for second reading to be attached to the minutes:
- |               |   |
|---------------|---|
| Policy 0151   | Organization Meeting  |
| Policy 0153   | Annual Appointments   |
| Policy 0167   | Public Participation in Board Meetings                                      |
| Policy 2361   | Acceptable Use of Computer Networks/<br>Computers and Resources             |
| Reg 2361      | Acceptable Use of Computer Networks/<br>Computers and Resources             |
| Policy 2431.4 | Prevention and Treatment of Sports-Related<br>Concussions and Head Injuries |
| Policy 2622   | Pupil Assessment  |
| Policy 3282   | Use of Social Networking Sites (New)  |
| Policy 4282   | Use of Social Networking Sites (New)  |
| Policy 6470   | Payment of Claims   |
- 7.4 Motion to approve the Integrated Pest Management Plan for the school year 2012-2013 for Keyport Central School and Keyport High School, as on file in each school office and on file in the Board Office.

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

- 8.1 Facilities Update
- 8.2 Use of Facilities
- 8.2.1. Motion to approve request from Keyport Indians AYF/ACY to use the Keyport High School Gymnasium on September 8, 2012, during the hours of 7:30 a.m. to 1:00 p.m. for team pictures.
- 8.2.2. Motion to approve request from Jesus the Lord Church to use the Keyport Central School Classrooms on Tuesdays, from October 2, 2012, through May 14, 2013, from 6:00 p.m. to 7:00 p.m. for Religious Education Program.
- 8.2.3. Motion to approve request from Keyport Wrestling to use the Keyport High School Cafeteria on Tuesdays and Thursdays, from October 2, 2012, through February 28, 2013, from 5:30 p.m. to 8:00 p.m. to teach wrestling skills to Grades K-12.

**9.0 Finance**

- 9.1 Secretary's Report

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9.1.1 Financial Information:

Interest, July	\$366.73
Interest, August	\$384.27
Year to date	\$751.00

Cafeteria Report, October (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 August 31, 2012, 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 Reports of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the months of July and August which are in agreement.
- 9.4 Motion to approve bills for the month of September 2012 in the amount of \$776,848.00 and supplemental bills for August in the amount of \$242,716.83.
- 9.5 Motion to approve the transfer of funds as follows:

From	To	Amount
20-252-100-300-08-00-000 IDEA B 11-12 (\$3,066.73)	20-252-100-566-08-00-000 IDEA B Tui 11-12 (Adj 15)	\$3,143.08
20-252-100-600-08-00-000 IDEA B SUP 11-12 (\$23.98)		
20-252-200-300-08-00-000 IDEA B Purs 11-12 (\$6.48)		
20-252-200-600-08-00-000 IDEA B OT Sup 11-12 (\$45.89)		
20-234-100-101-11-01-000 Salaries Title 1 11-12 (\$8,418.42)	20-234-100-600-13-00-000 Gen Supplies Tit 1 11-12	\$8,879.23
20-234-100-300-14-00-000 Prof Services T 1 11-12 (\$28.50)	20-234-200-600-13-00-000 Sup & Mat Tit 1 11-12 (Adj 18)	\$590.00
20-234-200-200-11-00-000 Benefits Tit 1 11-12 (\$922.31)		

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20-234-200-300-13-01-000 Pur Pro Ser Tit 11-12 (\$100)		
20-234-100-600-13-00-000 Gen Supplies Tit 1 11-12	20-234-200-300-13-01-000 Pur Pro Ser Tit 1 11-12 (Adj 19)	\$1,500.00
20-273-100-600-14-00-000 Supplies Title 2A 11-12 (\$1,000)	20-273-200-500-11-00-000 TIIA Oth Pur Svc 11-12 (Adj 20)	\$1,815.67
20-273-200-200-11-00-000 TI Ben 11-12 (\$106.40)		
20-273-200-600-13-00-000 TIIA Sup 11-12 (\$709.27)		
20-242-100-101-11-00-000 Salaries Title 3 11-12 (\$1,505.40)	20-242-100-600-14-00-000 T-III Sup Haz 11-12 (Adj 21)	\$1,623.00
20-242-200-200-11-00-000 T II Benefits 11-12 (\$100.25)		
20-242-200-600-11-00-000 Supplies Title 3 11-12 (\$17.35)		
20-252-100-300-08-00-000 IDEA B 11-12	20-252-100-566-08-00-000 IDEA B Tui 11-12 (Adj 23)	\$48.00
13-422-100-610-00-00-000 General Supplies-Summer	13-422-100-101-00-00-000 Salaries of Teachers (Adj 26)	\$3,000.00

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

Career Center	Student 7528012616	\$ 5,100
	Student 7586150704	\$ 5,100
CPC High Point	Student 6259385698 (UB)	\$61,200

- 9.7 Motion to approve an agreement with Discovery Education, Inc. to provide Keyport School District with a subscription to access Discovery Education streaming PLUS for the 2012-2013 school year. The annual cost will be \$4,265. (To be paid 50% from #11-190-100-610-01-24-000, and 50% from #11-190-100-610-02-17-000).

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9.8 Motion to approve the following out of district tuition for the 2012-2013 school year:

Career Center	Student 7586150704	\$ 5,100
	Student 7528012616	\$ 5,100
Collier	Student 7675113292	\$52,571
CPC High Point	Student 6259385698 (UB)	\$61,200

9.9 Motion to rescind the action taken at the June 27, 2012, meeting (Resolution 9.12) to approve Brown and Brown, Inc., Lambertville, NJ as Broker of Record for Employee Insurance for the 2012-2013 school year in accordance with the following schedule:

<u>Medical</u>	<u>Carrier</u>	<u>Cost/Month</u>
Single	Horizon	\$ 612.94
Husband/Wife	Horizon	\$1,407.49
Family	Horizon	\$1,645.24
Parent/Child	Horizon	\$ 941.54

<u>Prescription</u>		
Single	Horizon	\$ 203.46
Husband/Wife	Horizon	\$ 457.80
Family	Horizon	\$ 508.69
Parent/Child	Horizon	\$ 284.84

<u>Dental</u>	<u>Carrier</u>	<u>Cost/Month</u>
One Party	Delta Dental	\$ 40.73
Two Party	Delta Dental	\$ 71.50
Three Party	Delta Dental	\$ 128.50

<u>Vision</u>	<u>Carrier</u>	<u>Cost/Month</u>
All categories	United Health	\$ 19.90

<u>Long Term Disability</u>		
Base Rate	UNUM	\$ 4.22

Be It Further Moved to approve Brown and Brown, Inc., Lambertville, NJ as Broker of Record for Employee Insurance for the 2012-2013 school year in accordance with the following schedule:

<u>Medical</u>	<u>Carrier</u>	<u>Cost/Month</u>
Single	Horizon	\$ 612.94
Husband/Wife	Horizon	\$1,407.49
Family	Horizon	\$1,645.24
Parent/Child	Horizon	\$ 941.54

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Prescription

Single	Horizon	\$ 203.46
Husband/Wife	Horizon	\$ 457.80
Family	Horizon	\$ 508.69
Parent/Child	Horizon	\$ 284.84

Dental

Single	<u>Carrier</u> Delta Dental	<u>Cost/Month</u> \$ 42.43
Family	Delta Dental	\$ 110.65

Vision

All categories	<u>Carrier</u> United Health	<u>Cost/Month</u> \$ 19.90
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Long Term Disability

Base Rate	UNUM	\$ 4.22
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- 9.10 Motion to approve the following expenses for the Superintendent, Business Administrator and Board Members to attend the NJSBA Workshop in Atlantic City on October 23-25, 2012. Lodging to be at a convention affiliated hotel at a rate of \$96 per night/per person. Attendance at the workshop was approved on May 23, 2012, (Item 9.14). 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 184 @ .31 = \$57.04	\$222.04
Mr. Joseph Marra	Meals & Incidentals = \$165 Mileage 184 @ .31 = \$57.04	\$222.04
Mr. Peter Henning	Meals & Incidentals = \$165 Mileage 184 @ .31 = \$57.04	\$222.04
Mr. Joseph Biagianti	Meals & Incidentals = \$165 Mileage 184 @ .31 = \$57.04	\$222.04
Mr. Cecil Bright	Meals & Incidentals = \$165 Mileage 184 @ .31 = \$56.73	\$222.04
Mrs. Alexandra Burke	Meals & Incidentals = \$165 Mileage 184 @ .31 = \$56.73	\$222.04
Ms. Patricia Knudsen	Meals & Incidentals = \$165 Mileage 184 @ .31 = \$56.73	\$222.04
Mrs. Elena Malinconico	Meals & Incidentals = \$165 Mileage 184 @ .31 = \$56.73	\$222.04

- 9.11 Motion to accept Safety Grant in the amount of \$5,457.54 from NJ School Boards Association Insurance Group to be used to purchase cameras for the security system in the Central School.

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- 9.12 Motion to accept the 2012-2013 schedule of tuition from the Monmouth County Vocational School District:

<u>Full Time Regular Education (In County)</u>	<u>Per Student</u>
Academy of Allied Health & Science	\$ 5,900
Biotechnology High School	\$ 5,900
Communications High School	\$ 5,900
High Tech High School	\$ 5,900
Marine Academy of Science & Technology	\$ 5,900
Class Academy	\$ 5,600
 <u>Shared Time Regular (In County)</u>	 \$ 800
 <u>Full Time Special Education (In County)</u>	
KIVA High School	\$10,200
 <u>Shared-Time Special Education (In County)</u>	
Career Center	\$ 5,100

- 9.13 Motion to approve non-pensionable merit pay for Lisa M. Savoia, Superintendent, up to \$5,000 for accomplishing three of the four goals specified in her employment contract upon approval from Joseph Passiment, County Superintendent.

**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:

<b>Employee Name</b>	<b>Date(s)</b>	<b>Workshop Name</b>	<b>Location/Mileage</b>	<b>Cost</b>
Bartley, Diane	10/11 & 10/12/12	Autism NJ Annual Conference Program & Transition Issues	Atlantic City, NJ/184	\$357.04*
Kurilla, Gloria	10/17/12	NJ School Health Conference	Somerset, NJ/50	\$190.50
Reash, Jean	9/26/12	Autism, ADHD, Dyslexia & Right Brain Thinkers	Hazlet, NJ/0	\$189.00*

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

\* Paid from IDEA Acct #20-255-200-500-00-000

- 10.2 Motion to rescind the action taken at the May 23, 2012, meeting (Resolution 10.4) to approve the school calendar.

Be It Further Moved to approve the attached revised 2012-2013 calendar.



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**11.0 Personnel**

- 11.1 Motion to approve the following amounts from NCLB Funding for the 2012-2013 school year to pay the following salaries:

Kimberly Rosas Literacy Coach	\$58,040 (Partial)	NCLB Title I
Stephen Slater Math Coach	\$57,720	NCLB Title I
Michele Santoro CS Title I Teacher	\$49,760	NCLB Title I

- 11.2 Motion to approve the following teacher for summer curriculum development (11-000-221-104-11-000):

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Not to Exceed</u>
Kimberly Rosas	5	\$35	\$175

- 11.3 Motion to accept the resignation of Kimberly Rosas, Literacy Coach, effective November 12, 2012.
- 11.4 Motion to accept the resignation of Allison Lemberg, Keyport Central School Guidance Counselor, effective October 19, 2012.
- 11.5 Motion to accept the resignation of Joseph Gabriel, Keyport Central School Teacher, effective August 31, 2012.
- 11.6 Motion to approve the following positions for the Keyport Central School Academic Enrichment Program for the 2012-2013 school year (to be funded by NCLB Title 1):
- After School TI Instructor Grades 2-3 Language Arts 2:50 p.m. - 3:50 p.m.  
Mondays and Tuesdays
- After School TI Instructor Grades 4-5 Language Arts 2:50 p.m. - 3:50 p.m.  
Mondays and Tuesdays
- After School TI Instructor Grades 6-7 Language Arts 2:50 p.m. - 3:50 p.m.  
Mondays and Tuesdays
- After School TI Instructor Grades 2-3 Math 2:50 p.m. - 3:50 p.m.  
Wednesdays and Thursdays
- After School TI Instructor Grades 4-5 Math 2:50 p.m. - 3:50 p.m.  
Wednesdays and Thursdays

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After School TI Instructor Grades 6-7 Math 2:50 p.m. - 3:50 p.m.  
Wednesdays and Thursdays

- 11.7 Motion to approve the following positions for the Keyport High School Academic Enrichment Program for the 2012-2013 school year (to be funded by NCLB Title 1):

After School Language Arts Instructor Grade 8 2:35 p.m. – 3:35 p.m.  
Mondays and Wednesdays

After School Math Instructor Grade 8 2:35 p.m. – 3:35 p.m.  
Tuesdays and Thursdays

- 11.8 Motion to approve Johanna Ortiz as the Substitute Caller for the Keyport School District for the 2012-2013 school year at a stipend of \$4,000 pending negotiations (11-190-100-106-11-00-000).

- 11.9 Motion to approve the following stipend positions for the 2012-2013 school year (11-401):

<u>Position</u>	<u>Name</u>	<u>Stipend*</u>
Jennifer Schower	KCS Drama Club Co-Advisor	\$512
Kimberly Finch	KCS Drama Club Co-Advisor	\$512

\*pending negotiations

- 11.10 Motion to approve Richard Rodney as a substitute custodian for the 2012-2013 school year at the rate of \$11 per hour.

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

Group I

John Dorsi	Monmouth University (2012) CEAS Teacher of Social Studies
Jessica Stone	College of New Jersey (2010) CEAS Elem K-5
Rosalie Di Miceli*	Fairleigh Dickinson University (2010) Standard ELEM K-5 Standard ESL

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Michelle Katz\*      Monmouth University MA ED (2008)  
Teacher of Art K-12

\*pending completion of paperwork

- 11.12 Motion to approve Stephen Slater as a Math Coach for the 2012-2013 school year, effective September 1, 2012, MA Step 5 at a salary of \$57,720 pending negotiations (20-232-100-101).
- 11.13 Motion to approve Kimberly Finch as an ESL Teacher for the 2012-2013 school year, effective September 1, 2012, MA Step 3 at a salary of \$53,900 pending negotiations.
- 11.14 Motion to approve Amanda Moore as a Special Education Teacher for the 2012-2013 school year, effective September 1, 2012, BA+30 at a salary of \$49,760 pending negotiations.
- 11.15 Motion to approve Robert Stetz as a substitute Breakfast Monitor and Morning Gym Monitor at the Central School for the 2012-2013 school year at the rate of \$10 per ½ hour pending negotiations (#11-120-100-101-02-05-000).
- 11.16 Motion to approve Amy Rodriguez as a student teacher in the Central School for the Fall 2012 semester through Monmouth University. The cooperating teacher will be Lynn Ferber.
- 11.17 Motion to approve Rebecca Bucossi as a student teacher in the Central School for the Fall 2012 semester through Monmouth University. The cooperating teacher is Alexa Annucci.
- 11.18 Motion to accept the resignation of Nicole MacConnell as a Central School I&RS Advisor for the 2012-2013 school year.
- 11.19 Motion to approve Nicole Goldsmith as a Central School I&RS Advisor for the 2012-2013 school year at a stipend of \$1,024 pending negotiations (11-120-100-101-02-04-000).
- 11.20 Motion to approve the Teacher Observation Instrument for the 2012-2013 school year.
- 11.21 Motion to approve the Teacher Evaluation Instrument for the 2012-2013 school year.
- 11.22 Motion to approve the following job description:  
Supervisor of Language Arts

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**12.0 Old Business**

**13.0 New Business**

**14.0 Public Participation**

**15.0 Adjournment to Executive Session (TIME:        )**

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 September 19, 2012, 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:

SECOND:

**16.0 Return to Open Session (TIME:\_\_\_\_\_)**

**17.0 Adjournment**