

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 9, 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 sent to the Asbury Park Press and The Independent newspapers on February 24, 2014, as approved at the regular meeting of the Board of Education held on February 19, 2014. 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.
Mr. Bright (arr. 7:32 p.m.)	Ms. King-Cote
Ms. Burke (arr. 7:32 p.m.)	Mrs. Malinconico, President (absent)
Mr. Cooper (absent)	Mrs. Panzarelli
Ms. Durkin, UB Rep.*	Mr. White

Student Council Representative: Victoria Gonzalez (absent)

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

2.0 Presentation – Share 911 by Erik Endress

Mr. Erik Endress, President and Owner of Share 911 Service gave a presentation to the Board and highlighted the features, benefits and application of the security service and the protection mechanisms that apply to the Keyport District.

3.0 Communications – Mrs. Savoia

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 9, 2014
MINUTES**

- 3.1. Patricia Osterman, Paraprofessional, submitted her letter of retirement dated March 31, 2014, effective July 1, 2014. Resolution under Personnel.
- 3.2. Laraine Doll, Central School Teacher, submitted her letter of retirement dated April 1, 2014, effective July 1, 2014. Resolution under Personnel.
- 3.3. Margaret Lazar, Central School Teacher, submitted her letter of retirement dated April 1, 2014, effective July 1, 2014. Resolution under Personnel.
- 3.4. Carol Lucas, Central School Teacher, submitted her letter of retirement dated April 1, 2014, effective July 1, 2014. Resolution under Personnel.
- 3.5. Robert Piotrowski, High School Teacher, submitted his letter of retirement dated March 20, 2014, effective July 1, 2014. Resolution under Personnel.
- 3.6. Christine Barberi, Central School Teacher, submitted her letter of retirement dated April 1, 2014, effective July 1, 2014. Resolution under Personnel.

4.0 Public Participation – Agenda Items

Mr. Shamar White, Fulton St., Keyport stated he could see the value of the usage of the Share 911 service and agreed with Mr. Henning.

5.0 Superintendent and Other Reports

- 5.1. Superintendent's Report – Mrs. Savoia
- 5.2. Student Council Representative Report

Mrs. Savoia reported on the following topics:

- Mr. Joseph Biagiante was honored for being a member of the Keyport Board of Education for over 20 years. Members of Keyport Board of Education congratulated Mr. Biagiante for the many years of selfless and committed service to the district.
- Mrs. Savoia discussed the upcoming retirements which have been requested by the teaching staff
- Mrs. Savoia reported on her work with the Keyport Public Library
- Mrs. Savoia stated that there are two job descriptions for Board Members to review
- There were three incidents of bullying since the last Keyport Board of Education meeting
- Mrs. Savoia had a general student meeting and the students provided excellent input regarding possible improvements to the district.
- Mrs. Savoia reported that there is an upcoming Spring Fling Dance

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 9, 2014
MINUTES**

6.0 Committee Reports

6.1 Buildings & Grounds/Safety & Security/Recycling

Mr. Henning reported that there was a recent Buildings & Grounds meeting. The topics discussed were the progress with the ROD Grants and the Athletic Field project. There is a follow up meeting on April 28, 2014. Mr. Henning reported that there should be consideration for the Board to move to “Committee of the Whole” in the future.

6.2 Community Relations/Foundation-no report

6.3 Curriculum-no report

6.4 Finance/Negotiations

Ms. King Cote stated that the Collective Bargaining process is continuing with the Teachers Union and that there was a meeting this evening prior to the Board meeting.

6.5 MCSBA/Legislative-no report

6.6 Personnel

There was a Personnel Meeting but there was no formal report

6.7 Policy-no report

6.8 Special Education Liaison-no report

7.0 Board Secretary’s Office – Mr. McManus

Mr. McManus reported that the administration is requesting that the first meeting in June be pushed back until June 11, 2014. Secondly, there are a number of projects awaiting formal approval by the Board which will be on future agendas. Lastly Mr. McManus reminded Board Members that the bills list for the April 23rd meeting will be available on April 22nd due to the Spring Holidays.

7.1. Motion to approve the following minutes:

March 19, 2014 Regular & Closed Session Meeting

7.2 Motion, as per Superintendent of Schools, to reschedule June 4, 2013, workshop board meeting to Wednesday, June 11, 2014, at 7:30 p.m.

8.0 Buildings & Grounds – Mr. McManus

8.1 Facilities Update

8.2 Use of Facilities

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 9, 2014 MINUTES</p>

9.0 Finance

9.1 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 February 28, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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

9.3 Motion to approve bills for the month of April 2014 in the amount of \$TBD and supplemental bills for March 2014 in the amount of \$TBD.

9.4 Motion to approve the transfer of funds (attachment).

9.5 Motion to approve the IDEA Final Report and Carryover from the 2012-2013 school year for use in the 2013-2014 school year in the amounts below:

IDEA Basic	\$10,205
IDEA Preschool	\$ 105

9.6 Motion that the Board authorize the Business Administrator to prepare, advertise and receive Requests for Proposals for Board Architect for 2014-2015 school year.

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
Andrews, Amanda	5/8, 5/9/14	Preparing for Google Apps EDU Certification	Union, NJ/52	\$315
Jones, Melissa	6/4/14	NJAFPA Spring Training	Atlantic City, NJ/56	\$205
Savoia, Lisa	6/4- 6/5/14	NJAFPA Spring Training	Atlantic City, NJ/56	\$513
Zacchia, Theresa	5/1/14	Special Academy Service – ELL and Special Education	Brick, NJ/38	\$ 12

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

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 9, 2014
MINUTES**

10.2 Motion to approve the following class trips for the 2013-2014 school year:

<u>Destination</u>	<u>Group (grade or club)</u>
Sandy Hook State Park, NJ	Grade 2 Class Trip
Kateri Environmental Center, Wickatunk, NJ and Thompson Park, Middletown, NJ	Grade 1 Class Trip
Holmdel Park, Holmdel, NJ	Grade 1 Class Trip
Thompson Park, Middletown, NJ	Lifeline
Bodies Pulse Exhibit, NYC	Grades 11 & 12 Anatomy Classes
Kittatiny Canoe, Barryville, NY	Senior Class Trip
Monmouth Court House & Monmouth County Jail	HS Grades 10-12 Business Classes
Brain Injury Alliance/I-Play, Freehold, NJ	HS Lifeline
Ocean County Planetarium	4th Grade Class Trip

10.3 Motion to approve the March 2014 Security Drill Report as follows:

High School	Evacuation Drill (Share 911)	All staff & students	3/28/14 10:00 a.m.
High School	Fire Drill	All staff & students	3/31/14 9:00 a.m.
Central School	Evacuation Drill	All staff & students	3/18/14 9:00 a.m.
Central School	Fire Drill	All staff & students	3/11/14 10:05 a.m.

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

	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
March 2014	Central School	2	1
March 2014	High School	3	1

11.0 Personnel

11.1 Motion to approve Lauren Cuddy, Kean University student, to complete 20 hours of observation in a Kindergarten classroom during the Fall 2014 semester. The cooperating teacher will be Lynn Ferber.

11.2 Motion to approve Christopher Morrison, Kean University student, to complete his Student Teaching, HS History, during the Fall 2014 semester. The cooperating teacher will be James Wesley.

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 9, 2014 MINUTES
--

- 11.3 Motion to approve the following Athletic Positions for the 2014-2015 school year:

<u>Fall Athletic Positions</u> HS Football HS Assistant Football (5) HS Boys Soccer HS Girls Soccer (JV) HS Girls Volleyball HS Cross Country HS Cheer HS Assistant Cheer HS Field Hockey HS Assistant Field Hockey CS Boys Soccer CS Girls Soccer CS Field Hockey 1 st Semester Fitness Room Supervisor 1 st Semester Community Fitness Room Supervisor	<u>Winter Athletic Positions</u> HS Boys Basketball HS Assistant Boys Basketball HS Girls Basketball HS Assistant Girls Basketball HS Wrestling HS Assistant Wrestling HS Bowling CS Boys Basketball CS Girls Basketball CS Cheer 2 nd Semester Fitness Room Supervisor 2 nd Semester Community Fitness Room Supervisor
<u>Spring Athletic Positions</u> HS Baseball HS Assistant Baseball HS Softball HS Assistant Softball HS Track HS Assistant Track HS Boys Volleyball CS Baseball CS Softball	<u>Additional Per Diem positions – Fall & Winter</u> Ticket Taker Crowd Control/Security HS Clock Operator CS Clock Operator HS Announcer

- 11.4 Motion to approve Ashley Frick, Kean University student, to complete her Student Teaching, Middle School Science, during the Fall 2014 semester. The cooperating teacher will be Doug Chudzik.
- 11.5 Motion to accept, with regret, the retirement of Patricia Osterman, Paraprofessional, effective July 1, 2014.
- 11.6 Motion to accept, with regret, the retirement of Carol Lucas, Central School Teacher, effective July 1, 2014.
- 11.7 Motion to accept, with regret, the retirement of Laraine Doll, Central School Teacher, effective July 1, 2014.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 9, 2014
MINUTES**

- 11.8 Motion to accept, with regret, the retirement of Margaret Lazar, Central School Teacher, effective July 1, 2014.
- 11.9 Motion to accept, with regret, the retirement of Robert Piotrowski, Keyport High School Teacher, effective July 1, 2014.
- 11.10 Motion to accept, with regret, the retirement of Christine Barberi, Keyport Central School Teacher, effective July 1, 2014.
- 11.11 Motion to approve Adrienne Martin, HS Special Education teacher, to teach an extra class per day from April 22, 2014, through the end of the 2013-2014 school year at the prorated rate of \$4,250.
- 11.12 Motion to approve John O'Brien, High School Math teacher, to teach an extra class a day from April 22, 2014, through the end of the 2013-2014 school year at the prorated rate of \$1,692.
- 11.13 Motion to approve Brittany Ackerley as the long-term replacement for Erica Wesley, English teacher at Keyport High School Salary; BA Guide, Step 1, \$50,244 (prorated). Ms. Ackerley will replace Elford Rawls Dill through the end of the 2013-2014 school year.
- 11.14 Motion to approve the following job descriptions:
- | | |
|----------------|--------------------------|
| Athletic Coach | Assistant Athletic Coach |
|----------------|--------------------------|
- 11.15 Motion to approve Jeffrey Johnson, Seton Hall University Educational Leadership and Management Policy Student, to complete a 50-hour Administrator Internship during the Spring 2014 Semester.

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

13.0 New Business-there was no new business at this time

14.0 Public Participation

- Mrs. Cerelle White, Fulton St, Keyport, stated that she was wondering why cheering was not on this evening's agenda. Mrs. White stated that the Keyport High School cheering team entered a competition and has been doing very well. Mrs. White closed her remarks by stating that she is the Class of 2015 Advisor and there are a number of students that cannot participate because of logistic issues.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 9, 2014
MINUTES**

15.0 Adjournment to Executive Session (TIME: 9:00 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 April 9, 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: Mr. White SECOND: Mrs. Panzarelli

By unanimous consent, the Board went into Executive Session.

Following Executive Session there was a motion to close Executive Session by Ms. Burke and seconded by Ms. King Cote and carried by unanimous consent.

16.0 Return to Open Session (TIME: 9:19 p.m.)

17.0 Adjournment

- 17.1 Upon motion by Ms Durkin, seconded by Mrs. Panzarelli, the meeting was adjourned at 9:20 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi