

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING DECEMBER 11, 2013  
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 18, 2013, as approved at the reorganization meeting of the Board of Education held on January 2, 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	Ms. King-Cote, Vice Pres.
Ms. Burke	Ms. Knudsen ( <b>arr. 7:35 p.m.</b> )
Mr. Cooper	Ms. Lloyd ( <b>absent</b> )
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli ( <b>absent</b> )

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 Presentation – None**

**3.0 Communications – Mrs. Savoia – None**

**4.0 Public Participation – Agenda Items – None**

**5.0 Superintendent and Other Reports**

5.1. Superintendent’s Report – Mrs. Savoia

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Mrs. Savoia reported on the following items:

- The district successfully completed NCLB and IDEA audit. Any formal recommendations will be sent to the district in the upcoming months.
- Professional development in a variety of areas was provided for the staff on December 4, 2013.
- The district will be using NCLB funds to purchase Chrome books in the new year.
- The district will be presenting at the Union Beach Board Meeting on December 17<sup>th</sup>.
- Mrs. Savoia has reached out to Mayor Aumack and Councilman McPeck to attend a Buildings & Grounds committee in the new year.
- There were five incidents of bullying reported at Keyport High School in the month of November.
- The Keyport District received approval for Rod Grants for total project costs of \$2,180,644 of which the state share of the cost is \$885,324. All projects are considered level 1 projects.
- Mrs. Savoia plans to attend the Keyport BOE negotiations meeting on December 12, 2013.
- There are a number of school related activities coming up before the holidays including the Winter Concert, Grandparents Day and the Winter Chorus Concert.
- Mrs. Savoia thanked Ms. Knudsen for her service to the Keyport Board of Education.

5.2. Student Council Representative Report – None

## **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. McManus**

- 7.1 Motion to approve the following budget calendar for the 2014-2015 school year budget:

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December 11, 2013	Collect Budget Requests from Principals and Associated Managers
January 15, 2014	Preliminary Budget Meeting with Keyport Board of Education Finance Committee, Report from the Finance Committee to the Board of Education
February 12, 2014	Budget Discussion with the full Keyport Board of Education
February 19, 2014	Budget Discussion with the full Keyport Board of Education
March 5, 2014	Request for approval of the 2014-2015 Keyport Board of Education Budget for submittal to the Monmouth County Executive Superintendent of Schools
March 26, 2014	Public Hearing for the 2014-2015 School Budget, formal approval of the Budget after the Public Hearing
March 27, 2014	Final Submission of 2014-2015 Budget to the New Jersey Department of Education

\*Please note this is subject to modification given pending legislation

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

Policy 1240	Evaluation of Superintendent (M) (Revised)
Regulation 1240	Evaluation of Superintendent (M) (Revised)
Policy 3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Regulation 3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Policy 3144	Certification of Tenure Charges (Revised)
Regulation 3144	Certification of Tenure Charges (Revised)
Policy 4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Regulation 4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Policy 6660	Student Activity Fund

TEACHNJ Statute and Achieve NJ Administrative Code Policies and Regulations for Teaching Staff Member Evaluations:

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Policy 3221	Evaluation of Teachers (M) (New)
Regulation 3221	Evaluation of Teachers (M) (New)
Policy 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)
Regulation 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)
Policy 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
Regulation 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
Policy 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)
Regulation 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)

Motion to approve 7.1 to 9.8. was made by Ms. Durkin, seconded by Mr. Henning.

On a roll call eight (8) members voted yes on 7.1 to 9.8.

## **8.0 Buildings & Grounds – Mr. McManus**

### 8.1 Facilities Update

- The Rod Grants is a big deal for Keyport. Out of 54 districts, only half qualified for the grants. The district needs to come up with 1.3 million dollars and it currently has 1 million in capital reserve.
- School Dude has been implemented and demonstrates there is clearly more demand for facilities than supply.
- The Business Department has reorganized and will continue to reorganize to become more efficient.

### 8.2 Use of Facilities

8.2.1 Motion to approve the following organizations for Use of the Facility during the 2013-2014 school year:

1. Girl Scouts of the Jersey Shore, Inc.
2. Boy Scouts of America
3. Red Raider Parent Club
4. Borough of Keyport

Motion to approve 7.1 to 9.8. was made by Ms. Durkin, seconded by Mr. Henning.

On a roll call eight (8) members voted yes on 7.1 to 9.8.

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**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 October 31, 2013, 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 October which is in agreement.
- 9.3 Motion to approve bills for the month of December 2013 in the amount of \$525,822.68.
- 9.4 Motion to approve the transfer of funds (attachment).
- 9.5 Motion to approve the following out of district tuitions for the 2013-2014 school year:

CPC	Student 9586259263	\$59,374.80
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- 9.6 Motion to authorize the amendment to the NCLB Title 1 application to transfer \$2,500 from account number 200-600 to 200-800 for the 2013-2014 school year.
- 9.7 Motion to approve the 2012-2013 NCLB Carryover for the 2013-2014 school year in the following amounts:
 

Title I	\$2,151
Title IIA	\$36
Title III	\$4,047
- 9.8 Motion to accept check #1083 in the amount of \$1,000 payable to the Keyport High School Drama Club from the Friends of the Arts of the Keyport Public Schools.

Motion to approve 7.1 to 9.8. was made by Ms. Durkin, seconded by Mr. Henning.

On a roll call eight (8) members voted yes on 7.1 to 9.8.

**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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<b>Employee Name</b>	<b>Date(s)</b>	<b>Workshop Name</b>	<b>Location/Mileage</b>	<b>Cost</b>
Ferber, Lynn	1/17, 2/28, 3/21, 4/25, 5/16/14	Researched Based Kindergarten Best Practices for Teachers & Administrators	Trenton, NJ/0	\$0
Flynn, Kevin	1/22, 1/23 & 1/24/14	IR&S & 504 training	Oceanport, NJ/0	\$250
Gander, Chris	1/29-1/31/14	Techspo 2014	Atlantic City, NJ/183	\$728.61
Godlesky, Laura	1/24/14	Preparing for PARCC	Monroe, NJ/58	\$217
Keelen, Kyle	1/16-1/18/14	40 <sup>th</sup> Annual Be the Best Coaching Clinic	Cherry Hill, NJ/149	\$171.05
Mammano, Erik	1/22, 1/23 & 1/24/14	IR&S & 504 training	Oceanport, NJ/0	\$250
Mantino, Amy	1/17, 2/28, 3/21, 4/25, 5/16/14	Researched Based Kindergarten Best Practices for Teachers & Adminstrators	Trenton, NJ/573	\$177.38
Savoia, Lisa	1/30-1/31/14	Techspo 2014	Atlantic City, NJ/183	\$637.61
Slater, Stephen	1/24/14	Preparing for PARCC	Monroe, NJ/58	\$217

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

- 10.2 Motion to approve Google Apps for Education and Chromebook training with Kiker Learning, for two full days and ten participants in a 4 week online course, not to exceed \$5000, to be funded from NCLB funds.
- 10.3 Motion to approve Onsite Training and thirty day email support for Google Apps for Education and Chromebook, with Logic Wing, in the amount of \$1,200, to be funded from NCLB funds.
- 10.4 Motion to accept the Harassment, Intimidation and Bullying (HIB) incident reports as follows:

	School	Incidents Reported	HIB
November 2013	Central	1	0
November 2013	KHS	5	2

- 10.5 Motion to approve the November 2013 Security Drill Report as follows:

Keyport High School	Lockdown Drill	All staff & students	11/5/13 – 9 a.m.
Keyport High School	Fire Drill	All staff & students	11/19/13 – 12:50 p.m.
Keyport Central School	Evacuation Drill	All staff & students	11/12/13 – 10:05 a.m.
Keyport Central School	Fire Drill	All staff & students	11/18/13 – 1:35 p.m.

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10.6 Motion to approve the following Class Trips for the 2013-2014 school year:

DESTINATION	GROUP (grade or club)
Liberty Science Center, Jersey City, NJ	8th grade

Motion to approve 10.1 to 10.6 was made by Mr. Henning, seconded by Ms. Burke.

On a roll call eight (8) members voted yes.

**11.0 Personnel**

11.1 Motion to approve the following personnel as aides for the Keyport School Extending Program for the 2013-2014 school year at the rate of \$13.32 per hour to be paid from Enterprise Fund (0409):

Nancy Schanck	Substitute aide
Victoria Mead	Aide
Claire Murray	Substitute Aide
Charlene Stumpf	Substitute Aide

11.2 Motion to approve the following staff members and their salaries, to be funded from NCLB Title I 2013-2014 Funds:

Lesley Guttman, Central School, Academic Enrichment Teacher, fully funded- \$53,095

Marie Portee, Central School, Academic Enrichment Teacher, fully funded - \$57,181

MaryAnne Ricca, Central School, Academic Enrichment Teacher, fully funded - \$50,244

Christina Egan, Keyport High School, Freshman Seminar Teacher, partially funded - \$27, 475

11.3 Motion to approve Valerie Rogers and Marie Portee as substitute teachers, in the Title I After-School Program, at the rate of \$35 per hour, on an as needed basis.

11.4 Motion to accept the resignation of Nicholas Christathakis as the Assistant Track Coach effective December 12, 2013.

11.5 Motion to approve Michael Konish as a volunteer coach for the 2013-2014 school year pending Criminal History Clearance.

11.6 Motion to approve Alyssa Francisco, Central School Teacher, as a volunteer coach for Central School Softball for the 2013-2014 school year.

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- 11.7 Motion to approve the following candidate as a substitute teacher for the 2013-2014 school year at the prevailing rate of pay:

Group I

Kurt Ackerman\* CE Art, CE Elementary Education  
\*pending criminal history clearance

Anna Czech\* 60+ Substitute Certificate  
\*pending completion of paperwork

- 11.8 Motion to approve Stephen Slater as Supervisor of Mathematics, Economics & Assessment effective January 1, 2014, through June 30, 2014. Salary \$87,000 (prorated); Supervisor, Step 1.
- 11.9 Motion to approve the resignation of Dominick Amoroso from the 2nd semester fitness center position effective December 12, 2013.
- 11.10 Motion to approve Jeanne Cataldo as the mentor teacher for Amy Rodriguez, Central School Special Education Teacher, for the 2013-2014 school year. Ms. Rodriguez is responsible for the \$550 stipend.
- 11.11 Motion to approve Renee Bracken\* as a PT Special Education Aide in the Central School for the 2013-2014 school year effective January 2, 2013, at a salary of \$9,209 prorated.

\*pending Criminal History Clearance

Motion to approve 11.1 to 11.11.was made by Ms. King-Cote, seconded by Mr. Cooper.

On a roll call eight (8) members voted yes.

**12.0 Old Business – None**

**13.0 New Business – None**

**14.0 Public Participation – None**

**15.0 The Board will go into Executive Session after adjournment of regular meeting (TIME: 8:00 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 December 11, 2013, 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 will not taken upon return to Open Session.

MOTION: Ms. King-Cote

SECOND: Ms. Knudsen

## **16.0 Adjournment**

- 16.1 Upon motion by Ms. Durkin, seconded by Mrs. Burke, the meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi