

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

1.0 Opening Procedures

1.1 The meeting was called to order at 7:30 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.	Mr. Henning, President
Mr. Bright (arr. 8:39 a.m.)	Ms. King-Cote
Ms. Burke	Ms. Knudsen
Mr. Cooper (absent)	Mrs. Malinconico
Ms. Durkin, UB Rep.*	Mrs. Panzarelli

Student Council Representative: Angelina Tornetto (**left 8:15 p.m.**)

Also in attendance: Bruce Padula, Esq.

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

1.5 Motion was made by Mr. Biagianti, seconded by Ms. Knudsen to go into closed session to discuss attorney client communications.

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

The Board went into closed session at 7:31 p.m.
The Board returned to open session at 8:38 p.m.

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

2.0 Election Results

2.1 Official results of the school election (includes absentee votes).

Keyport BOE (Full 3-Year Term)

	Vote Count
- Evelyn Cote	1098
- Peter W. Henning	1129
- Alexandra Burke	1172
- Courtney L. White	836
Write-In	14
Total	4249

Keyport BOE (1Yr Unexpired)

	Vote Count
- Rose Ann Lloyd	600
- Cecil Bright	424
- Nancy A. Jones	589
Write-In	4
Total	1,617

Board President Henning congratulated Rose Lloyd.

3.0 Communications – Mrs. Savoia

3.1. Ms. Ebony Clark, High School Secretary, submitted her letter of resignation on November 28, 2012, effective December 27, 2012. Resolution 11.2 under Personnel.

4.0 Public Participation – Agenda Items – None

4.1. Presentation – Literary Magazine

4.1.1. Antoinette Cea, Editor and Chief spoke of the two issues of the new literary magazine that has been an overwhelming success. Antoinette is cofounder of the magazine and her class will leave behind a legacy to carry into the future. Her involvement in the magazine has helped her to get into the college of her choice. Michael Wingate, Jr. Editor, spoke of his great experience working on the magazine.

5.0 Superintendent and Other Reports

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

5.1. Superintendent's Report – Mrs. Savoia

- Open house for Union Beach was held last night.
- Superintendents Savoia and Annibale will be speaking at The Assembly Education Committee tomorrow in Trenton through NJSBA about how districts have been affected by Hurricane Sandy.
- A “Helping Committee” has been formed to provide support to students and families in need.
- DEAC (District Evaluation Advisory Committee) was held last week to review this year's instruments and observations.
- Harassment, Intimidation and Bullying
- The following upcoming events:
 - 12/13/12 Band Concert
 - 12/14/12 Winter Festival, Grades 6-8 Dance, KHS Basketball Season
 - 12/18/12 Chorus Concert, FAFSA Night
 - 12/19/12 Annual College Alumni Day
 - 12/21/12 Grandparents' Day at KHS, Pep Rally at KHS
 - 12/22/12 Breakfast with Santa
 - 1/8 & 1/9/13 NJCAP Bullying Program for Parents
 - 1/16/13 Goal Presentation

5.2. Student Council Representative Report

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

Ms. Knudsen spoke of the committee meeting held on November 30 to discuss the hiring of a new Business Administrator. Ms. Knudsen spoke of selecting an interim and permanent Business Administrator from the ASBO website. Ms. Knudsen reported that the Personnel Committee would like to review the five best resumes and then the Committee will interview the best three candidates before the entire Board.

- 6.7 Policy
- 6.8 Special Education Liaison

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

7.0 Board Secretary’s Office – Mr. Marra

- 7.1. Mr. Marra suggested changing the date of the Reorganization Meeting from January 2, 2013, to January 7, 2013.

The Board agreed to not change the date of the meeting.

8.0 Buildings & Grounds – Mr. Marra

- 8.1 Facilities Update

- 8.2 Use of Facilities

8.2.1. Motion to approve request from Keyport Education Foundation to use the Keyport Central School Cafeteria and Gymnasium on December 20, 2012, from 6:00 p.m. to 8:30 p.m. for a Drop and Shop Fundraiser.

8.2.2. Motion to approve request from “Supporting our Hometown Friends” to use the Keyport High School Gymnasium on December 16, 2012, from 10:00 a.m. to 3:00 p.m. to give donated toys to alumni families affected by Hurricane Sandy.

Motion to approve 8.2.1 to 8.2.2 was made by Mr. Biagianti, seconded by Mrs. Panzarelli.

On a roll call, nine (9) members voted yes.

9.0 Finance

- 9.1 Secretary’s Report

- 9.1.1 Financial Information:

Interest, November	\$ 401.00
Year to date	\$ 1,955.11
Cafeteria Report, October	(\$20,900.43)
Year to date	(\$33,927.68)

- 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 of November 30, 2012, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

KEYPORT BOARD OF EDUCATION REGULAR MEETING DECEMBER 12, 2012 MINUTES

- 9.3 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Report (A-149) for the month of November which is in agreement.
- 9.4 Motion to approve bills for the month of December 2012 in the amount of \$ 442,357.39.
- 9.5 Motion to approve the transfer of funds as follows:

From	To	Amount
11-000-230-590-05-00-000 Election/Public Info Exp	11-000-230-585-05-000 Board Member Travel (Adj 47)	\$1,500.00
20-273-200-600-13-00-000 THIA Sup 11-12	20-273-200-200-11-00-000 TI Ben 11-12 (Adj 49)	\$400.00
11-000-230-331-05-01-000 Legal Fees	11-000-230-332-05-00-000 Auditor Fees (Adj 50)	\$502.50
11-000-262-590-11-00-000 Garbage Removal	11-000-262-520-11-01-000 P&C/Multi-Peril Ins (Adj 52)	\$10.00
11-000-261-420-11-00-000 Maintenance/Repair Bldgs. (\$15,285.60)	11-000-261-100-11-00-999 Maintenance OT	\$6,427.75
11-000-261-420-11-08-000 Fire Door Retrofit (\$20,000)	11-000-262-100-01-01-999 High Sch Custodial OT	\$8,782.90
	11-000-262-100-02-01-999 Cent Sch Custodial OT	\$14,036.96
	11-000-263-100-11-00-999 Groundskeepers OT (Adj 53)	\$6,037.99
12-000-261-730-01-00-000 Purchase of Equipment	12-000-400-932-11-00-000 Window Replacement (Adj 54)	\$4,300.00
11-000-261-420-11-08-000 Fire Door Retrofit (\$30,000)	12-000-261-730-01-00-000 Purchase of Equipment (Adj 55)	\$37,000.00
11-000-261-610-11-00-000 Maintenance Supplies (\$7,000)		

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

- 9.6 Motion to approve the following resolution:

WHEREAS, Keyport Board of Education (hereinafter referred to as the “Board”) and the Keyport Education Association (hereinafter referred to as the “KEA”) have negotiated a successor Collective Bargaining Agreement (hereinafter referred to as the “CBA”) for the 2011-2012, 2012-2013 and 2013-2014 school years; and

WHEREAS, the KEA has, by a majority vote of its membership, ratified the CBA.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies and approves the terms of the CBA for the 2011-2012, 2012-2013 and 2013-2014 school years, which is attached to this resolution and made a part hereof; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute, on behalf of the Board, the CBA by and between the Board and the KEA.

- 9.7 Motion to approve the following resolution:

WHEREAS, Keyport Board of Education (hereinafter referred to as the “Board”) and the Keyport Custodial and Maintenance Association (hereinafter referred to as the “KCA”) have negotiated a successor Collective Bargaining Agreement (hereinafter referred to as the “CBA”) for the 2011-2012, 2012-2013 and 2013-2014 school years; and

WHEREAS, the KEA has, by a majority vote of its membership, ratified the CBA.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies and approves the terms of the CBA for the 2011-2012, 2012-2013 and 2013-2014 school years, which is attached to this resolution and made a part hereof; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute, on behalf of the Board, the CBA by and between the Board and the KCA.

- 9.8 Motion to approve two (2) 60-month lease agreements with Atlantic Business Products under State Contract No. A 51464 for the following copiers:

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

<u>Copier</u>	<u>Local</u>	<u>Monthly Lease</u>
(1) Savin MP5002SP	HS Child Study Team Office	\$301.56
(1) Savin MP2352SP	HS Guidance Office	\$98.03
TOTAL MONTHLY LEASE		\$399.59/MO.

- 9.9 The Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2012, was accepted at the October 17, 2012, meeting, Resolution 9.10. The Keyport Board of Education is required to submit to the Executive County Superintendent (ECS) a Corrective Action Plan whether or not any findings were identified in the CAFR. The CAFR did not contain any findings. Motion to approve the attached Corrective Action Plan which will be submitted to the ESC.
- 9.10 Motion to approve a renewal agreement with Follett Software Company for Destiny Library Manager annual licensing and maintenance costs in the amount of \$2,380 effective December 12, 2012, through December 31, 2013.
- 9.11 Motion to rescind action taken at the June 13, 2012, meeting (Resolution 9.7) to approve the following out of district tuition for the 2012-2013 school year:

Coastal Learning Center	Student 9692494450	\$48,000
-------------------------	--------------------	----------

- Be It Further Moved to approve student #9692494450 for assessment and placement at High Focus Center Adolescent Psychiatric Program at a cost of \$11,975 (IDEA Funds) (20-255-100-300-08-00-000).
- 9.12 Motion to approve the following resolution for participation in a Coordinated Transportation Contract between the Keyport Board of Education and MRESC (Middlesex Regional ESC) from July 1, 2012, through June 30, 2013.

WHEREAS, the Keyport Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Middlesex Regional Educational Services Commission, hereinafter referred to as the MRESC will organize and schedule routes to achieve the maximum cost effectiveness;

WHEREAS, the MRESC will organize and schedule routes to achieve the maximum cost effectiveness;

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 2% or 4% for member districts, or of 6% for non-member districts, as presented to the Keyport Board of Education as calculated by the billing formula adopted by the MRESC's Board of Education. Said formula shall be based on a route cost divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs.

- I. The MRESC will provide the following services:
- a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - b. monthly billing and invoices;
 - c. computer print-outs of student lists for all routes coordinated by MRESC;
 - d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. constant review and revision of routes;
 - f. provide transportation within three days or sooner after receipt of the formal written request; and

It is further agreed that the Keyport Board of Education will provide the MRESC with the following:

- a. requests for special transportation on approved forms to be provided by the MRESC, completed in full and signed by previously authorized district personnel;
 - b. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;
- II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Keyport Board of Education

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

- III. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2012, and June 30, 2013.
- IV. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.

9.13 Motion to approve the following resolution:

WHEREAS, Keyport Board of Education (hereinafter referred to as the “Board”) and the Keyport Administrators Association (hereinafter referred to as the “KAA”) have negotiated a successor Collective Bargaining Agreement (hereinafter referred to as the “CBA”) for the 2011-2012, 2012-2013 and 2013-2014 school years; and

WHEREAS, the KAA has, by a majority vote of its membership, ratified the CBA.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies and approves the terms of the CBA for the 2011-2012, 2012-2013 and 2013-2014 school years, which is attached to this resolution and made a part hereof; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute, on behalf of the Board, the CBA by and between the Board and the KAA.

9.14 Motion to approve an agreement with Monmouth Medical Center for home instruction tutoring for the 2012-2013 school year. Cost: \$49 per hour.

Motion to approve 9.11 was made by Mrs. Malinconico, seconded by Mrs. Panzarelli.

On a roll call, nine (9) members voted yes.

Motion to approve 9.1 to 9.10 and 9.12 to 9.14 was made by Ms. King-Cote, seconded by Mrs. Malinconico.

On a roll call, nine (9) members voted yes.

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

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
Corsale, Kristen	12/13/12	Family & Community Partnership	W. Long Branch/38	\$11.78
DePasquale, Anthony	11/27/12	Central Jersey Consortium for Excellence & Equity	W. Long Branch/38	\$11.47
DePasquale, Anthony	12/13/12	Central Jersey Consortium for Excellence & Equity	W. Long Branch/38	\$11.78
Oxley, Stacey	12/13/12	Family & Community Partnership	W. Long Branch/38	\$11.78
Rapolla, Anthony	3/8/13	The Principal's Role in Using Data to Improve Student Achievement	Monroe Twp/34	\$10.54
Schower, Jennifer	12/18/12	Mistake Free Grammar & Proofreading	Edison/34	\$159.54

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

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

Date	School	Incidents Reported	HIB
September 2012	Central	1	0
September 2012	KHS	4	2
October 2012	Central	2	2
October 2012	KHS	2	1
November 2012	Central	1	1
November 2012	KHS	2	2

10.3 Motion to accept the September, October and November 2012 Security Drill Report as follows:

November 2012

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Keyport High	Lockdown	All staff and students	11/15/12 – 1:29 PM
Keyport High	Fire	All staff and students	11/29/12 – 8:28 AM
Keyport High	Fire	All staff and students	11/29/12 – 12:28 PM
Keyport Central	Active Shooter	All staff and students	11/14/12 – 9:55 AM
Keyport Central	Fire drill	All staff and students	11/16/12 – 1:30 PM

KEYPORT BOARD OF EDUCATION REGULAR MEETING DECEMBER 12, 2012 MINUTES

October 2012

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Keyport High	Lockdown	All staff and students	10/10/12 – 1:29 PM
Keyport High	Fire	All staff and students	10/18/12 – 10:15 AM
Keyport Central	Fire	All staff and students	10/15/12 – 9:00 AM
Keyport Central	Evacuation	All staff and students	10/12/12 – 10:15 PM

September 2012

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Keyport Central	Fire	All staff and students	9/7/12 – 9:30 AM
Keyport Central	Lockdown	All staff and students	9/14/12 – 10:30 AM
Keyport High	Fire	All staff and students	9/13/12 – 8:40 AM
Keyport High	Lockdown – Shelter in Place	All staff and students	9/20/12 – 10:05 AM

Motion to approve 10.1 to 10.3 was made by Mr. Biagianti, seconded by Ms. King-Cote.

On a roll call, nine (9) members voted yes

11.0 Personnel

11.1 Motion to approve the following Keyport Athletic Positions and Volunteers for the 2012-2013 school year (11-402):

Name	Position	Step	Stipend
Vanessa Sisk	CS Cheer	1	\$4,242
Dominick Amoroso	Fitness Room Supervisor 2nd Semester	N/A	\$1,600
Andrea Walsh	Adult Community Fitness Room Supervisor 2nd Semester	N/A	\$1,600
Kyle Keelen	HS Head Baseball	2	\$7,375
James Wesley	CS Baseball	2	\$5,222
Amy Ullrich	HS Head Softball	2	\$7,375
Phil Recco	HS Assistant Softball	4	\$5,598
Staci Minuskin	CS Softball	4	\$5,480
Deboney Braithwaite	HS Head Track	4	\$6,938
Nick Christathakis	HS Assistant Track	4	\$5,327

KEYPORT BOARD OF EDUCATION REGULAR MEETING DECEMBER 12, 2012 MINUTES

Volunteer Coaches:

Brittany Morgan	Softball
James Maguire	Baseball
Christian Belmonte	Baseball
Shaun Lyons	Baseball
Peter Miller	Baseball

- 11.2 Motion to accept the resignation of Ebony Clark, HS Secretary effective December 27, 2012, or sooner if a replacement can be found.
- 11.3 Motion to approve Patrick Lauro as a substitute custodian for the 2012-2013 school year at the rate of \$11 per hour pending criminal history check (11-000-262).
- 11.4 Motion to approve Kelly Applegate as High School Secretary effective December 17, 2012, for the 2012-2013 school year at a salary of \$34,839 (Step 1), prorated.

Motion to approve 11.1 to 11.4 was made by Ms. King-Cote, seconded by Mrs. Panzarelli.

On a roll call, nine (9) members voted yes

12.0 Old Business

Ms. Knudsen discussed incorporating conclusions from the personnel committee meeting into district policy regarding the ability of the personnel committee to interview all positions at the administrative level and above at their discretion.

13.0 New Business – None

14.0 Public Participation – None

15.0 Adjournment to Executive Session (TIME: 9:10 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 December 12, 2012, to discuss
 - Personnel
 - Finance
 - Contract negotiations
 - Grievances
 - Facilities project issues

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING DECEMBER 12, 2012
MINUTES**

- 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: Mrs. Panzarelli

SECOND: Mr. Biagianti

16.0 Return to Open Session (TIME: 10:45 p.m.)

11.0 Personnel (Continued)

- 11.5 Motion, as per recommendation of the Superintendent, was made by Mr. Biagianti, seconded by Ms. Burke to appoint James W. Cleary as assistant to the Business Administrator/Board Secretary for the period of December 13, 2012, through January 1, 2013, at a per diem rate of \$400 per day.

On a roll call, six (6) members voted yes.

Mr. Bright, Ms. Knudsen and Mrs. Panzarelli voted no. Motion passed.

- 11.6 Motion, as per recommendation of the Superintendent, was made by Mr. Biagianti, seconded by Ms. Burke to appoint James W. Cleary as interim Business Administrator/Board Secretary for the period of January 2, 2013, through June 30, 2013, at a per diem rate of \$400 per day, subject to approval of his contract by the Executive County Superintendent.

Be It Further Moved to authorize James W. Cleary to sign checks for the same time period.

On a roll call, six (6) members voted yes.

Mr. Bright, Ms. Knudsen and Mrs. Panzarelli voted no. Motion passed.

17.0 Adjournment

- 18.1 Upon motion by Mrs. Malinconico, seconded by Ms. King-Cote, the meeting was adjourned at 10:55 p.m.

Respectfully Submitted,

Joseph J. Marra,
Board Secretary/
Business Administrator

JJM:bi