

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING DECEMBER 17, 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 advertised in the Asbury Park Press and The Independent newspapers on August 9, 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	Ms. King-Cote ( <b>absent</b> )
Ms. Burke ( <b>absent</b> )	Mrs. Malinconico, President
Mr. Cooper ( <b>absent</b> )	Mrs. Panzarelli
Ms. Durkin, UB Rep.* ( <b>arr. 7:40 p.m.</b> )	Mr. White

Student Council Representative: Shayna Grandon

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

1.5. Moment of Silence: Father of Rick Schmid, Keyport School Athletic Director.

**2.0 Presentation –**

Mr. Joseph Biagianti, Keyport Board of Education member was honored for 20 years of unselfish service to the Keyport Board of Education and the children of Keyport.

**3.0 Communications – Mrs. Savoia**

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- 3.1 Letter from 8<sup>th</sup> Grade Gifted and Talented Class to thank Board of Education and Mrs. Savoia for the opportunity to attend the Poetry Slam Convocation in New York City.
- 3.2 Ms. Gina Sullivan, High School Teacher, submitted her resignation on December 16, 2014, effective February 14, 2015, Resolution 10.12 under Personnel.

**4.0 Public Participation – Agenda Items**

There was no public participation at this time

**5.0 Superintendent and Other Reports**

5.1 Superintendent’s Report –

- Mrs. Savoia reported on new athletic initiatives within the district.
- The Teachers of the Year were announced-Amanda Andrews in Keyport Central School and James Rasmussen in Keyport High School.
- Multiple students have volunteered for the Television production.
- Thursday night December 18th is the holiday concert.
- Friday, December 19th is Grandparents Day.
- Mrs. Savoia reported progress on QSAC development.

5.2 Student Council Representative Report-

At this time, Student Council Representative Shayna Grandon presented an update to the Board about activities in the Keyport High School Student Council. Students of the month have been announced. Ms. Grandon spoke of fundraising initiatives of the student council. Ms. Grandon ended her remarks by offering all in attendance a Happy Holiday. Ms. Grandon was complimented by Board president Mrs. Malinconico for an organized report.

**6.0 Board Secretary’s Office – Mr. McManus**

Mr. McManus reported on three items. Enrollment which was supposed to be ready today, will be ready at the January 7, 2015, reorganization meeting. Secondly, the NJDOE has requested modifications to the district audit. Lastly the final drain in the athletic field has been installed.

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- 6.1 Motion to approve the following minutes:
- |                   |                                     |
|-------------------|-------------------------------------|
| November 12, 2014 | Workshop Minutes and Closed Session |
| November 19, 2014 | Regular Minutes                     |
| December 9, 2014  | Special Meeting and Closed Session  |
- 6.2 Motion to approve the following budget calendar for the 2015-2016 school year budget:
- |                   |   |
|-------------------|---|
| January 7, 2014   | Compiling staffing and budgetary requests from Principals and Associated Managers                     |
| January 21, 2015  | Collect Budget Requests and Begin Assembly at First Budget Look                                       |
| February 4, 2015  | Budget Discussion with the full Keyport Board of Education  |
| February 18, 2015 | Budget Discussion with the full Keyport Board of Education  |
| March 4, 2015     | Approval of Tentative Budget for submittal to the Monmouth County Executive Superintendent of Schools |
| April 1, 2015     | Public Hearing and Public Budget Adoption   |

**7.0 Buildings & Grounds – Mr. McManus**

- 7.1 Facilities Update
- 7.2 Use of Facilities
- 7.2.1 Motion to approve the following organization for Use of the Facility during the 2014-2015 school year:
- Jesus the Lord Church

**8.0 Finance**

- 8.1 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, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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- 8.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of November which is in agreement.
- 8.3 Motion to approve bills for the month of December 2014 in the amount of \$713,012.97 and supplemental bills for November to December 2014 in the amount of \$3,867.34.
- 8.4 Motion to approve the transfer of funds for the month of November as follows:

<b>Transfer to</b>	<b>Account Name</b>	<b>Transfer From</b>	<b>Account Name</b>	<b>Amount</b>
11-000-230-530-11-00-000	Telephone/Postage	11-000-230-339-05-00-000	Architect	20.39
11-000-230-530-11-01-000	Postage	11-000-230-339-05-00-000	Architect	2,000.00
11-000-230-890-05-00-000	Supt Office Misc	11-000-230-339-05-00-000	Architect	14.43
11-000-263-610-11-00-000	Care of Grounds	11-000-261-420-11-00-000	Maintenance/Repair	4,673.57
11-120-100-101-02-05-000	Breakfast Monitor	11-120-100-101-02-02-000	Gr 1-5 Teachers Sal	610.00
11-150-100-101-11-00-000	Home Instruction Sal	11-150-100-320-07-00-000	Home Instruction Svce	455.00
11-190-100-610-01-24-000	High School Tech	11-190-100-610-01-00-000	HS Desk	113.61
11-190-100-610-02-17-000	Cent School Tech	11-190-100-610-02-00-000	CS Desk	39.99
30-000-401-450-00-33-000	Bathroom Renovations	30-000-401-450-00-36-000	KHS Security	2,500.00
11-000-291-250-11-05-000	DCRP-Employer Match	11-000-291-270-11-00-000	Employee Insurance	1,200.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-13-000	Sports Medical Supplies	50.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-11-000	Field Hockey Supplies	53.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-10-000	Cheerleading Supplies	65.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-08-000	Softball Supplies	45.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-05-000	Wrestling Supplies	218.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-09-000	Bowling Supplies	21.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-08-000	Softball Supplies	28.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-02-000	Boys Basketball Supplies	18.00
11-402-100-600-01-12-000	Sports Equip Recondition	11-402-100-600-01-01-000	Football Supplies	1,019.00
11-000-240-800-07-00-000	Administration Prof Dues	11-000-240-340-11-00-000	Stdnt Inf Tech Comp Cons	574.00

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- 8.5 Motion to approve a personal aide for an out-of-district student 1454536179 (UB) for an extra-curricular club activity at KHS for 1.5 hours, once a week at the rate of \$13.42 per hour for the 2014-2015 school year to be reimbursed by Union Beach Board of Education.
  
- 8.6 Motion to approve one Keyport Central School Student at a cost of \$800 and four Keyport High School students at a cost of \$815 per student to attend the Monmouth County Arts High & Middle School Program one afternoon per week from January to May 2015 for a total cost not to exceed \$4,060 (11-000-100-561-08-00-000).
  
- 8.7 Motion to approve Home Instruction for Keyport Student #9586259263, beginning December 16, 2014, until on or about January 29, 2015, provided by Education, Inc. for ten hours per week at a cost of \$49 per hour.

A motion was made to move items 6.1 through 8.7 by Ms. Panzarelli and seconded by Mr. Henning and carried by unanimous roll call vote of 7-0 .

**9.0 Curriculum**

- 9.1 Motion, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund:

<b>Employee Name</b>	<b>Date(s)</b>	<b>Workshop Name</b>	<b>Location/Mileage</b>	<b>Cost</b>
Gallo, Robin	1/29-1/30/15	Techspo 2015	Atlantic City, NJ/182	\$561
Gander, Chris	1/29-1/30/15	Techspo 2015	Atlantic City, NJ/182	\$660
Savoia, Lisa	1/29-1/30/14	Techspo 2015	Atlantic City, NJ/182	\$660
Schmid, Rick	3/24, 3/25, 3/26 & 3/27/14	DAANJ Workshop	Atlantic City, NJ/0	\$350
Stone, Lauren	1/29/15	Best iPad Apps and iPad Strategies (BER)	Long Branch, NJ/0	\$235

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

- 9.2 Motion to approve the following class trips for the 2014-2015 school year:

Honors Band	Bolger Middle School, Keansburg, NJ
5th Grade	Liberty Science Center, Jersey City, NJ
7th Grade Class Trip	Ellis Island/Statue of Liberty

- 9.3 Motion to approve the amendment of the 2014-2015 NCLB grant Application to reflect the carryover and 2013-2014 Progress Target re-allocations.

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9.4 Motion to approve four days of on-site PARCC Professional Development, not to exceed \$8,000, to be funded from NCLB funds.

9.5 Motion to approve the November 2014 Security Drills:

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Keyport High School	Fire Drill	All staff and students	Nov. 4, 2014 8:30 a.m.
Keyport High School	Lockdown Drill	All staff and students	Nov. 18, 2014 1:00 p.m.
Keyport Central School	Fire Drill	All staff and students	Nov. 5, 2014 9:00 a.m.
Keyport Central School	Active Shooter	All staff and students	Nov. 12, 2014 10:15 a.m.

9.6 Motion to approve the Cooperative Sports Agreement between Keyport Public Schools and Union Beach Memorial School for Middle School Wrestling.

9.7 Motion to submit the District Performance Review as required by the New Jersey Department of Education for QSAC.

A motion was made to move items 9.1 through 9.7 by Mr. Henning and seconded by Mrs. Panzarelli and carried by unanimous roll call vote of 7-0.

**10.0 Personnel**

10.1 Motion to approve Chris Gander and MaryAnn Ricca to work the CS Media Center After School, two days a week each, from January 5, 2015, through May 21, 2015, at the rate of \$35 per hour for one hour, not to exceed \$1,500 each, to be funded from the NCLB grant.

10.2 Motion to approve Sylvia Sorrentino and Kim Finch to work the Central School Cultural Nights at the rate of \$35 per hour, not to exceed \$250 each, to be funded from the NCLB grant.

10.3 Motion to approve two additional teachers to work the Central School After-School Program two days a week from January 6, 2015, through May 21, 2015, at the rate of \$35 per hour, not to exceed \$1,500 each, to be funded from the NCLB grant.

10.4 Motion to approve Erica Pater to work the Central School After-School Program, two days a week from January 6, 2015, through May 21, 2015,

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at the rate of \$35 per hour, not to exceed \$1,500, to be funded from the NCLB grant.

- 10.5 Motion to approve Kim Finch to work the Central School ESL After-School Program, two days a week from January 6, 2015, through April 30, 2015, at the rate of \$35 per hour, not to exceed \$1,150, to be funded from the NCLB grant.
- 10.6 Motion to approve Cynthia DiNardi to work the Central School ESL Before-School Program, two days a week from January 6, 2015, through May 21, 2015, at the rate of \$35 per hour, not to exceed \$700, to be funded from the NCLB grant.
- 10.7 Motion to approve Kelly Davis, Montclair State Family and Child Studies Student, to complete 350 hours of a counseling internship with the Keyport Public Schools Guidance Department during the Spring 2015 semester.
- 10.8 Motion to appoint Robert Eltringham as Keyport School District Custodian for the 2014-2015 school year effective December 18, 2014, at a salary of \$31,311 (pro-rated); Step 1, pending negotiations and criminal history clearance.
- 10.9 Motion to appoint Lindsay Garber as Speech Language Specialist for the Keyport School District for the 2014-2015 school year effective January 5, 2015, at a salary of \$53,956 (pro-rated) ; MA Guide, Step 1, pending negotiations and criminal history clearance.
- 10.10 Motion to approve the following Keyport Spring 2015 Athletic Positions:
- |                       |   |
|-----------------------|---|
| Hs Head Baseball      | Hs Head Track & Field                     |
| Hs Assistant Baseball | Hs Assistant Track & Field                |
| Cs Baseball           | Hs Boys Volleyball                        |
| Hs Head Softball      | 2nd Semester Fitness Room Supervisor – Hs |
| Hs Assistant Softball | 2nd Semester Adult Fitness Room           |
| Cs Softball           | Supervisor - Community                    |
- 10.11 Motion to approve the following resolution affirming the HIB Determination of the Superintendent Pursuant to N.J.S.A. 18A:37-15(b)(6)(e)

WHEREAS, on or about November 12, 2014, the District received a complaint of harassment, intimidation or bullying (“HIB”); and

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WHEREAS, the District conducted an investigation into that complaint pursuant to the New Jersey Anti-Bullying Bill of Rights Act (“ABL”); and

WHEREAS, on November 23, 2014, the District received a request for a hearing from the parents of a student involved in the investigation pursuant to N.J.S.A. 18A:37-15(b)(6)(d); and

WHEREAS, on December 9, 2014, a hearing was conducted before the Board of Education in closed executive session pursuant to N.J.S.A. 18A:37-15(b)(6)(d); and

WHEREAS, the Board of Education has determined to affirm the determination of the Superintendent pursuant to N.J.S.A. 18A:37-15(b)(6).

NOW, THEREFORE, be it Resolved by the Keyport Board of Education as follows:

1. The Board hereby accepts and affirms the decision of the Superintendent and hereby adopts the decision deliberated in closed executive session; and

2. The Board authorizes and directs Board Counsel to inform Counsel for the parents who requested a hearing of the HIB determination, if requested by the parents.

10.12 Motion to accept the resignation of Gina Sullivan, KHS Family and Consumer Science Teacher, effective February 14, 2015.

A motion was made to move items 10.1 through 10.12 by Mr. Henning and seconded by Mr. Biagianti and carried by unanimous roll call vote of 6-0 . Mr. White abstained.

## **11.0 Policy**

11.1 Motion to approve the following regulation for the first reading to be attached to the minutes:

Regulation 5331      Management of Life-threatening Allergies in Schools



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11.2 Motion to approve the following policy for the first reading to be attached to the minutes after the second reading:

Policy 1510                      Rights of Persons with Handicaps or  
   Disabilities/Policy on Non-Discrimination

A motion was made to move items 11.1 through 11.2 by Mr. Henning and seconded by Mr. Biagianti and carried by unanimous roll call vote of 7-0 .

**12.0 Old Business – None**

**13.0 New Business – None**

**14.0 Public Participation**

Dr. Ed McNamara, Maple Place, Keyport asked the following:

- When is the reorganization meeting?
- What does the superintendent mean by systemic?
- Why enrollment figures are late?
- With declining enrollment in the high school, what will the future bring?
- Dr. McNamara said he was concerned about the high school enrollment and its impact on programs, particularly the arts program.
- Dr. McNamara said he was concerned with the education that Keyport students are getting.

**15.0 Adjournment to Executive Session (TIME: 8:45 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 17, 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. Henning                      SECOND: Mr. Biagianti

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**16.0 Adjournment**

- 16.1 Upon motion by Mr. White, seconded by Mr. Biagianti, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi