

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING DECEMBER 9, 2015  
MINUTES**

**1.0 Opening Procedures**

1.1 The meeting was called to order at 7:32 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 14, 2015, as approved at the reorganization meeting of the Board of Education held on January 7, 2015. 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	TBD, UB Rep.*
Mr. Bright ( <b>absent</b> )	Ms. King-Cote, Vice Pres. ( <b>absent</b> )
	Mrs. Malinconico, President
Mrs. Fox	Mrs. Panzarelli
Mr. Henning	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 Student Council Representative Report – Shayna Grandon reported on the following:

- KHS is wrapping gifts at Holy Family.
- KHS is hosting a lip sync battle.
- National Honor Society is accepting toys and non-perishable foods.

**2.0 Presentations –**

2.1 FY15 Audit by Suplee, Clooney & Company

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- Robert Swisher from Suplee, Clooney and Company presented the FY15 audit finding:

The district transferred \$60,000 too much out of maintenance reserve into the Budget. This was corrected in the FY15 Audit. There was an approved resolution on the December 9, 2015, board meeting transferring \$60,000 back into maintenance reserve.

2.2 PARCC Data

- District Administration presented on Year 1 PARCC results.

**3.0 President's Remarks**

**4.0 Communications – Dr. Savoia**

**5.0 Public Participation – Agenda Items**

- Dr. McNamara, 76 Maple Place, feels it is a shame the State wasted everyone's time with PARCC.

**6.0 Superintendent Report**

6.1 Superintendent's Report – Dr. Savoia spoke of the following:

- After School Academy Offerings
- Community Based Instruction
- Operation Sleigh Bells at Central School
- November/December College Visits
- NJ Hall of Fame established an Arete Scholarship in the amount of \$5,000 for one male and one female student graduating from NJ High School
- Desmond Underwood, Devon Keegan, Ky'Sun Pryer, Evan Smutz, Zach Ochs have earned All Division Player recognition along with Coach Paczkowski as Co-Football Coach of the Year.
- Careers in Science Day to be held on December 4 in Keyport High School.
- District was approached by Bayshore Success Center to collaborate on a grant opportunity to cover a specific number of substance abuse assessment for students at Keyport High School.
- The Barnabas Health Institute for Prevention has asked Keyport to work collaboratively on a family skills training program called SFP.

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- The Keyport Education Foundation held their annual Drop and Shop evening last week.
- Upcoming events

**7.0 Board Secretary’s Report – Mr. Rapolla**

Mr. Rapolla stated the ASSA has been completed. The Board Member vacancy has been posted in the Asbury Park Press. Letters of interest and resumes are due Monday, December 14.

7.1 Motion to approve the following minutes:

November 4, 2015	Workshop Minutes
November 18, 2015	Regular Minutes and closed session

A motion was made to move items 7.1 to 10.8 by Mrs. Fox and seconded by Mr. Henning and carried by a roll call vote of 6-0.

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

8.1 Facilities Update

Long Range Facility Planning and Project Prioritizing was presented at the workshop meeting.

8.2 Use of Facilities

After conferring with member of the Board, we will be charging the alumni football organization \$350 for field use and \$450 for custodial fees and the organization is required to provide police presence.

**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 November 30, 2015, 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.

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9.3 Motion to approve bills for the month of December 2015 in the amount of \$527,733.33 and supplemental bills for November in the amount of \$1,935.00.

9.4 Motion to approve the transfer of funds for the month of November as follows (available for regular meeting):

From	To	Amount
11000-230-530-11-00-000 Telephone/Postage	11-000-230-331-05-01-000 Legal Fees (Adj 49)	\$4,300.00
30-000-401-450-00-39-000 KCS MP Rm AC	30-000-401-390-00-39-000 KCS MP Rm AC (Adj 50)	\$250.00
30-000-401-450-00-34-000 KCS Electric Svcs Upgrade	30-000-401-390-00-34-000 KCS Electric Svcs Upgrade (Adj 51)	\$250.00
11-000-262-100-01-01-000 High Sch Cust Overtime	11-000-261-100-11-00-000 Maintenance Overtime (Adj 53)	\$813.61

9.5 Motion to rescind the appointment of Cleary Giacobbe Alfieri and Jacobs, LLC, as Board attorneys for the 2015-2016 school year at a rate of \$150 per hour, motion 8.8 on the May 20, 2015 agenda.

BE IT FURTHER MOVED to approve Cleary Giacobbe Alfieri and Jacobs, LLC, as Board attorneys for the 2015-2016 school year at a rate of \$150 per hour, not to exceed \$75,000.

9.6 Motion to approve instruction with Education Inc. for student number 9123139534 requiring hospitalization, at a rate of \$49 per hour for ten hours per week from November 20, 2015, through November 29, 2015 (anticipated release date).

9.7 Motion to approve the following out of district tuition for the 2015-2016 school year:

Elmwood Park	Student 2739758692	\$9,876
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9.8 Motion to approve the transfer of \$ 703,578.42 into Capital Reserve as per final 2014-2015 audit.

$$\begin{array}{r}
 \$ 692,842.78 \text{ year end resolution} \\
 + \$ 10,735.64 \text{ fund 30 completed project close outs} \\
 \hline
 \$ 703,578.42
 \end{array}$$

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- 9.9 Motion to approve the transfer of \$ 60,000 into Maintenance Reserve as per final 2014-2015 audit. \$60,000 was not approved to use in the 2014-2015 budget.
- 9.10 Motion to approve the transfer of \$ 100,000 into Tuition Reserve as per final 2014-2015 audit.
- 9.11 Motion to accept the audit report. In accordance with Chapter 22A, PL 1951(NJSA 18A:23-1), within thirty days following receipt of audit (Comprehensive Annual Financial Report for the fiscal year ending June 30, 2015), the Board of Education shall, at its regularly scheduled meeting to which the public is admitted, cause the recommendations of the auditor to be read and discussed and duly noted in the minutes. In the 2014-2015 audit, there was one finding.
- 9.12 Motion to approve the corrective action plan for the 2014-2015 audit, as per the recommendation of the Board of Education Auditor (to be attached to the minutes).

A motion was made to move items 7.1 to 10.8 by Mrs. Fox and seconded by Mr. Henning and carried by a roll call vote of 6-0.

**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:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Castellano, Kelly	1/27-1/29/15	I&RS Training	Oceanport, NJ/110	\$284
Clayman, Ilene	1/14/16	PARCC-Part II Reasoning in Math	Monroe, NJ/59.8	\$218
Keelen, Kyle	1/14/16	PARCC-Part II Reasoning in Math	Monroe, NJ/59.8	\$218
Miller, Peter	2/22-2/23/16	NJAPHERD Convention	Long Branch, NJ/0	\$150
Murphy, Cassandra	1/14/16	PARCC-Part II Reasoning in Math	Monroe, NJ/59.8	\$218
Portee, Marie	1/27-1/29/15	I&RS Training	Oceanport, NJ/110	\$284

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

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10.2 Motion to approve a Memorandum of Understanding between the Community YMCA Counseling and Social Services and Keyport Public Schools to provide mental health services on campus as on file in the Superintendent's Office.

10.3 Motion to accept the November 2015 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
Keyport High School	Fire Drill	All staff & students	Nov. 3 @ 8:15 a.m.
Keyport High School	Evacuation Drill	All staff & students	Nov. 17 @ 1:00 p.m.
Central School	Fire Drill	All staff & students	Nov. 24 @ 10:00 a.m.
Central School	Lockdown	All staff & students	Nov. 30 @ 10:10 a.m.

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

<u>Date</u>	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
November 2015	Central	3	1
November 2015	KHS	2	1

10.5 Motion to approve the following school trips for the 2015-2016 school year:

Camden Adventure Aquarium	KHS Environmental
Liberty Science Center	KHS Anatomy
NBC Studios/Rockefeller Center	KHS Business Tech Dept.
Split Rock Resort	HS Class of 2017

10.6 Motion to revise the 2015-2016 school calendar to reflect May 2 as an early dismissal for Senior students and June 17 as a rain date for High School Graduation (to be attached to the minutes).

10.7 Motion to approve Kiker Learning to provide professional development for (three) paid days, at the rate of \$2,500 per day, not to exceed \$7,500, to be funded from Title IIA.

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- 10.8 Motion to approve Excellence in Early Childhood Education & Training for classroom coaching and professional development for the Early Childhood Educators for the 2015-2016 school year at a rate of \$125 per hour, not to exceed \$3,000, to be funded from Title I funds.

A motion was made to move items 7.1 to 10.8 by Mrs. Fox and seconded by Mr. Henning and carried by a roll call vote of 6-0.

**11.0 Personnel**

- 11.1 Motion to approve the following teachers to teach an additional period daily, beginning December 1, 2015, through February 26, 2016:

<u>Name</u>	<u>Rate</u>
Jean Marie McGrogan	\$ 9,086 (prorated)
Jean Reash	\$12,080 (prorated)

- 11.2 Motion to approve Tiffany Crea to complete her Spring 2016 Student Teaching assignment at Keyport Central School. Tammi Manganelli, Special Education Teacher, is the cooperating teacher.

- 11.3 Motion to approve the following stipend position for KHS for 2015-2016 school year, pending negotiations:

<u>Position</u>	<u>Name</u>	<u>Stipend</u>
TV Cable Station Manager	Chris Gander	\$1,500

- 11.4 Motion to rescind the appointment of Wilbett Anshelewitz to lead cultural nights two times per year, for a total of four hours, at the rate of \$35 per hour, not to exceed \$140, to be funded from NCLB funds (approved on 10/21/15 item 11.6)

BE IT FURTHER MOVED to approve Brittney Penson to lead (2) Multicultural Nights for a total of two hours per night, four hours total, at the rate of \$35 per hour, not to exceed \$140 to be funded from Title III funds.

- 11.5 Motion to approve an application for the 2016 Achievement Coaches Grant.
- 11.6 Motion to approve Cynthia Dinardi to teach the Keyport High School ESL after-school program to run from December 14 through May 30, 2016, to be funded from Title I funds.

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- 11.7 Motion to approve Laura Orlando as a Learning Disabilities Teacher Consultant (LDTC) at an annual prorated salary of \$65,146, Step 6, MA+60, effective February 1, 2016, for the 2015-2016 school year pending criminal history investigation.

**12.0 Policy**

**13.0 Old Business**

**14.0 New Business**

- Board President Malinconico stated that Union Beach has requested the Keyport High School student representative only attend every other meeting.
- She also thanked Mr. Biagianni for his years of service on the Board of Education.

**15.0 Public Participation**

- Dr. McNamara, 76 Maple Pl., questioned the professional development trip for administrators.
- Dr. McNamara also questioned the amount of excess surplus in the FY15 budget.

**16.0 There was no Executive Session**

**17.0 Adjournment**

- 17.1 Upon motion by Mr. White, seconded by Mr. Henning, the meeting was adjourned by unanimous voice vote at 8:52 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi