

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING JANUARY 21, 2015  
AGENDA**

**1.0 Opening Procedures**

- 1.1 Call to Order
- 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. Bright           | Mr. Henning, Vice Pres.     |
| Ms. Burke            | Ms. King-Cote               |
| Ms. DeGracia         | Mrs. Malinconico, President |
| Ms. Fox              | Mrs. Panzarelli             |
| Ms. Durkin, UB Rep.* | 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.*

**2.0 Presentation – None**

**3.0 Communications – Mrs. Savoia**

- 3.1 Letter of retirement was received on January 16, 2015, from Jane Gagliano, effective April 30, 2015. Resolution 10.11 under personnel.

**4.0 Public Participation – Agenda Items**

**5.0 Superintendent and Other Reports**

- 5.1 Superintendent’s Report – Mrs. Savoia

|                                                                                                          |
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5.2 Student Council Representative Report

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

6.1 Motion to approve the following minutes:

|                   |                        |
|-------------------|------------------------|
| December 17, 2014 | Regular Minutes        |
| January 7, 2015   | Reorganization Minutes |

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

7.1 Facilities Update

7.2 Use of Facilities

**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 November 30, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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 December which is in agreement.

8.3 Motion to approve bills for the month of January 2015 in the amount of \$557,881.12, supplemental bills for December 2014 in the amount of \$6,450.00 and supplemental bills for the month of January 2015 in the amount of \$10,239.26.

8.4 Motion to approve the transfer of funds for the month of December as follows:

| <b>Transfer to</b>       | <b>Account Name</b>   | <b>Transfer From</b>     | <b>Account Name</b>  | <b>Amount</b> |
|--------------------------|-----------------------|--------------------------|----------------------|---------------|
| 11-000-213-600-07-00-000 | Nursing Supplies      | 11-000-213-600-01-00-000 | Substance Abuse      | 74            |
| 11-000-261-420-11-00-000 | Maintenance/Repair    | 11-000-261-610-11-00-000 | Maintenance Supplies | 1,554         |
| 11-000-262-100-02-01-000 | CS Cust OT            | 11-000-262-100-02-00-000 | CS Cust Sal          | 2,000         |
| 11-000-262-100-02-03-000 | CS Cust Subs          | 11-000-262-100-02-00-000 | CS Cust Sal          | 2,000         |
| 11-120-100-101-02-05-000 | Breakfast Monitor     | 11-120-100-101-02-02-000 | Gr 1-5 Teachers      | 5,000         |
| 11-130-100-101-11-00-000 | Gr 6-8 Class Coverage | 11-130-100-101-02-02-000 | Gr 6-8 Teachers      | 500           |

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|                          |                        |                          |                        |        |
|--------------------------|------------------------|--------------------------|------------------------|--------|
| 11-150-100-101-11-00-000 | Home Instruction Sal   | 11-150-100-320-07-00-000 | HI Consultants         | 88     |
| 11-190-100-106-11-00-000 | Sub Caller             | 11-190-100-106-11-01-000 | Aides Sal              | 1,500  |
| 11-190-100-610-02-02-000 | CS Copier              | 11-000-291-270-11-00-000 | Employee Insurance     | 7,530  |
| 11-190-100-610-02-17-000 | CS Tech                | 11-190-100-610-02-07-000 | CS Workbooks           | 112    |
| 11-190-100-610-01-10-000 | HS TV Studio           | 11-190-100-610-01-10-000 | HS SS Supplies         | 21     |
| 11-401-100-101-00-00-000 | CS Music Sal           | 11-230-100-101-11-00-000 | BSI Sal                | 616    |
| 13-422-100-101-00-00-000 | Sal of Teachers        | 11-230-100-101-11-00-000 | BSI Sal                | 3,884  |
| 13-422-100-106-00-00-000 | Others Sal             | 11-230-100-101-11-00-000 | BSI Sal                | 1,094  |
| 11-000-251-890-05-00-000 | Bus Off Misc Exp       | 11-000-251-100-05-02-000 | Sal Payroll Clerk      | 4,525  |
| 11-000-100-566-08-00-000 | Tuition Private School | 11-000-100-566-08-00-000 | Tuition Private School | 10,000 |
| 11-000-261-420-11-00-000 | Maintenance/Repair     | 11-000-291-270-11-00-000 | Employee Insurance     | 53,500 |
| 11-000-240-800-07-00-000 | Adm Prof Dues          | 11-000-230-895-05-00-000 | School Board Dues      | 180    |

- 8.5 Motion to approve the amended audit for the 2013-2014 school year. This reflects an end of fiscal year balance in the Maintenance Reserve Account of \$142,702.91 to a final balance of \$928,783.91 and a corresponding decrease in Reserved Excess Surplus of \$142,702.91 to a final balance of \$509,782.00. In the 2013-2014 audit, there are two audit findings.
- 8.6 Motion to approve the attached Corrective Action Plan for the 2013-2014 audit, as per the recommendation of the Board of Education auditor. There are two audit findings.
- 8.7 Motion that that the Board approve the transfer of \$150,000 in account number 11-000-261-420-11-00-000 Maintenance Repair from account number 11-000-100-566 Private School Tuition in the amount of \$50,000 and account number 11-000-291-270-11 Employee Health Insurance. The County approved 2014-2015 Budget was incorrect.
- 8.8 Motion that the Board approve the transfer of \$290,734.57 into account number 11-000-261-420-11 Maintenance Repair from account number 11-000-263-610-11-00-000 Care of Grounds. This represents \$286,301 that was transferred from Maintenance Reserve into account number 11-000-263-610-11-00-000 Care of Grounds in error. The balance of \$4,433.57 was a budget transfer into account number 11-000-263-610-11-00-000 that should have been placed in 11-000-261-420-11 Maintenance Repair.
- 8.9 Motion to re-direct the disbursements in the amount of \$371,167.89 and open encumbrances of \$305,365 from account number 11-000-263-610 Maintenance Care of Grounds Supplies to account number 11-000-261-420 Maintenance and Repair.

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- 8.10 Motion that the Board authorize the Business Administrator, Edward McManus, to advertise for the Central School Electric ROD Grant project for NJSDA project number 2430-060-14-G2CD.
- 8.11 Motion that the Board authorize the Business Administrator, Edward McManus, to advertise for the Central School Multipurpose Room Air Conditioning ROD Grant project under NJSDA project number 2430-050-14-G2CF.
- 8.12 Motion that the Board authorize the Business Administrator, Edward McManus, to advertise for the Keyport High School Air Conditioning (4 classrooms) ROD Grant project under NJSDA ROD Grant project number 2430-050-14-G2BZ.

**9.0 Curriculum**

- 9.1 Motion to approve the 2013-2014 district grade of a 74 for the NJDOE School Self Assessment for Determining Grades under the Anti-Bullying Bill of Rights.
- 9.2 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> |
|---------------|---------------|---------------------------|------------|
| December 2014 | Central       | 0                         | 0          |
| December 2014 | KHS           | 1                         | 0          |

- 9.3 Motion to approve the December 2014 Security Drills:

| <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      | December 4, 2014<br>8:30 a.m.  |
| Keyport High School    | Bomb Threat Drill | All staff & students      | December 18, 2014<br>1:00 p.m. |
| Keyport Central School | Fire Drill        | All staff & students      | December 8, 2014<br>10:05 a.m. |
| Keyport Central School | Bomb Threat       | All staff & students      | December 22, 2014<br>9:30 a.m. |

- 9.4 Motion to amend the calendar for the 2014-2015 school year, as attached.

**10.0 Personnel**

|                                                                                                          |
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- 10.1 Motion to approve Stephanie Kaplan as a Central School Part Time Aide for the 2014-2015 school year at a salary of \$9,209 (pro-rated), pending negotiations and criminal history clearance.
- 10.2 Motion to approve Jennifer Guitierrez-Rojas to teach an additional block every other day, beginning February 1, 2015 through June 30, 2015 at a pro-rated rate of \$8,796.00.
- 10.3 Motion to approve Mary Mack to teach an additional block every other day beginning February 1, 2015 through June 30, 2015 at a pro-rated rate of \$7,708.00.
- 10.4 Motion to approve Susan Jala to teach an additional block every other day beginning February 1, 2015 through June 30, 2015 at a pro-rated rate of \$10,094.00.
- 10.5 Motion to approve the following candidate as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

Group I

Jenna DeMarco\*                      CEAS Elementary K-6

Group II

Tammy Tanski\*                      60+ credits

Lizabeth Dinnigan                      60+ credits

Renee Driscoll                      60+ credits

\*pending completion of paperwork

- 10.6 Motion to approve Mary Mack to pilot the Spanish Club at Keyport High School for the 2014-2015 school year.
- 10.7 Motion to approve Robert Stetz to perform his school administration internship through Scranton University at Keyport High School.
- 10.8 Motion to approve the following Spring 2015 Coaching Positions:

| <u>Position</u>                            | <u>Coach</u>        | <u>Stipend</u> |
|--------------------------------------------|---------------------|----------------|
| 2 <sup>nd</sup> Semester Fitness           | John Paczkowski     | \$1,600        |
| 2 <sup>nd</sup> Semester Community Fitness | Andrea Walsh        | \$1,600        |
| Head Track                                 | Deboney Braithwaite | \$7,007        |
| Assistant Track                            | Dominick Amoroso    | \$5,380        |
| Head Baseball                              | Kyle Keelen         | \$7,709        |
| Assistant Baseball                         | Dean Athans         | \$5,654        |
| CS Baseball                                | James Wesley        | \$5,535        |
| Head Softball                              | Henry Arlequin      | \$7,709        |
| Assistant Softball                         | Alissa Fransisco    | \$5,654        |
| CS Softball                                | Staci Minuskin      | \$5,535        |
| Head Volleyball                            | Steve Bower         | \$5,535        |

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Volunteer Coaches:

Baseball – Pete Miller, Eric Devlin, Shaun Lyons

- 10.9 Motion to approve Christopher Gander as the Keyport High School TV Advisor for the 2014-2015 school year at a stipend of \$2,000, prorated.
- 10.10 **Motion to approve Jennifer Yeung to teach an additional block every other day beginning February 1, 2015, through June 30, 2015, at a prorated rate of \$7,178.**
- 10.11 **Motion to accept, with regret, the retirement of Jane Gagliano, Central School Guidance Counselor effective April 30, 2015.**
- 10.12 **Motion to appoint John Kowalcyk as School Psychologist for the Keyport School District for the 2014-2015 school year effective February 12, 2015, or sooner if he can be released from his current contract, at a prorated salary of \$55,812; MA+30 Guide, Step 1, pending negotiations and criminal history clearance.**

**11.0 Policy**

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

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

**12.0 Old Business**

**13.0 New Business**

**14.0 Public Participation**

**15.0 Adjournment to Executive Session (TIME:     )**

- 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 January 21, 2015, to discuss
    - Personnel
    - Finance
    - Contract negotiations

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--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:

SECOND:

**16.0 Return to Open Session (TIME: \_\_\_\_\_)**

**17.0 Adjournment**