

<p style="text-align:center"><b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      JUNE 25, 2013</b> <b>MINUTES</b></p>
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**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 Cafeteria, 351 Broad Street.

1.2 Flag Salute

1.3 Opening Statement

“Public notice of this meeting has been sent to the Asbury Park Press on June 18, 2013, as approved at the regular meeting of the Board of Education held on June 12, 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 ( <b>absent</b> )	Ms. King-Cote, Vice Pres.
Ms. Burke	Ms. Knudsen
Mr. Cooper	Ms. Lloyd ( <b>absent</b> )
Ms. Durkin, UB Rep.* ( <b>absent</b> )	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli

*\*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 Note of thanks received from Ruth Olsvary, retiring teacher, for the beautiful clock.

**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 attended Union Beach graduation.
- New Jersey Cares was here today and yesterday.
- Tentative date for Curriculum Meeting is August 7.
- Jump Start program to be approved in August.
- Field of Dreams to be held on July 26.

**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 minutes:

June 12, 2013                  Regular Meeting and closed session

Motion to approve 7.1 was made by Ms. King-Cote, seconded by Mr. Henning.

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

Mr. Henning abstained

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

8.1 Facilities Update

Mr. McManus gave the following update:

- Skateboard issue
- Use of Facility Policy
- School Dude Implementation for facility scheduling
- Summer Projects
- Long Range Facilities Plan
- Athletic Field Project Update
- Public Hearing scheduled for September 11

8.2 Use of Facilities

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**9.0    Finance**

9.1    Secretary's Report

9.1.1   Financial Information:

Interest, May	\$ 418.04
Year to date	\$ 4,435.50
Cafeteria Report, May	\$11,787.67
Year to date	\$21,106.80

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 May 30, 2013, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

9.3    Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of May which is in agreement.

9.4    Motion to approve the transfer of funds (attachment)

9.5    Motion to approve bills for June 25, 2013, in the amount of \$121,585.63.

Be it further moved that the Keyport Board of Education approve payment of an addendum to the June bill list in the amount not to exceed \$800,000 and it shall be shown as an addendum to the minutes of June 25, 2013.

9.6    Motion to authorize the School Business Administrator to make all necessary account transfers within the 2012-2013 school budget to close out the year and pay necessary bills with authorization of the president.

9.7    Motion to authorize the School Business Administrator to pay bills over the summer prior to the meeting scheduled on August 14, 2013, with authorization of the president.

9.8    Motion to approve the prevailing rate of pay for police coverage at Keyport School District events for the 2013-2014 school year in accordance with the Security Officer Registration Act.

9.9    Motion to approve G. R. Murray Insurance as Broker of Record for the 2013-2014 school year in accordance with the following schedule:

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Multi-Peril Package, Automobile, Environmental	\$57,537
School District Legal Liability	\$25,104
Catastrophe Excess 50,000,000 aggregate	\$5,562
Workers Compensation	\$123,441
Supplemental Wage Reimbursement	\$2,761
Bond- Bd Secy/SBA (\$225,000)	<u>\$311</u>
Total	\$214,716

9.10 Motion to approve the following transportation jointure agreement between the Keyport Board of Education and Union Beach Board of Education for the school year 2013-2014:

Career Center am & pm (Keyport - Host):

Keyport's share (5 students)	\$23,169.38
Union Beach's share (3 students)	<u>\$13,901.62</u>
Total	\$37,071.00

9.11 Motion to approve the following out of district tuitions for the 2013-2014 school year:

Career Center	Student 5226322624	\$5,100
	Student 6895010457	\$5,100
	Student 7528012616	\$5,100
	Student 5427502964	\$5,100
	Student 6335981782	\$5,100
	Student 5144315237 (UB)	\$5,100
	Student 3412003638 (UB)	\$5,100
	Student 6676245595 (UB)	\$5,100
The Children's Center	Student 8606749727	\$49,095
	Student 2236565095	\$49,095
	Student 2001196010	\$49,095
The Children's Home Mary Dobbins School	Student 9692494450	\$56,717
Collier	Student 7675113292	\$51,333
CPC High Point	Student 3138898803	\$59,375
	Student 563132669	\$67,622
Harbor	Student 8518215955	\$46,046
Hawkswood	Student 6335981782	\$57,593
KIVA	Student 7586150704	\$10,200
Life Works	Student 5517954084	\$29,520
Search Day Program	Student 2900941894	\$53,146
Somerset Hills	Student 5697290870	\$74,636

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- 9.12 Motion to approve the renewal of the Athletic Transportation Contract with R. Helfrich & Son for the 2013-2014 school year in the amount of \$47,141.11 (2.63% increase per CPI).
- 9.13 Motion to approve Tokarski and Millemann Architects, LLC, Brick New Jersey, to update the Long Range Facilities Plan at a cost of \$2,500.
- 9.14 Motion to approve Lifetouch to provide the Keyport High School yearbook production at a cost of \$10,501.17 for the 2013-2014 school year.
- 9.15 Motion to approve Horizon Healthcare Staffing to provide Physical Therapists for the 2013-2014 school year at the rate of \$115 per hour, not to exceed 5 hours per week.
- 9.16 Motion to approve behavioral consultation services to design and implement a safety program for Student 9158717648 for a total of 29 hours at a cost of \$160 per hour, not to exceed \$4,640 from September 2013 through December 2013.
- 9.17 Motion to approve Cleary Giacobbe Alfieri and Jacobs, LLC, as Board attorneys for the 2013-2014 school year at a rate of \$150 per hour.

Motion to approve 9.1 to 9.17 was made by Ms. King-Cote, seconded by Mr. Henning.

On a roll call, seven (7) members voted yes on 9.1 to 9.10 and 9.12 to 9.17

On a roll call, six (6) members voted yes on 9.11.  
Mr. Henning abstained.

**10.0 Curriculum**

- 10.1 Motion to approve the 2013-2014 Nursing Plan for the Keyport School District.
- 10.2 Motion to approve the Bilingual Waiver for the 2013-2014 school year.
- 10.3 Motion to approve the New Jersey Security Drill Statement of Assurance for the 2012-2013 school year for the Keyport School District.

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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>
June 2013	Central	0	0
June 2013	KHS	1	0

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

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
KHS	Fire Drill	All staff and students	6/11/13 1:00 PM
KHS	Lockdown Drill	All staff and students	6/13/13 9:30 AM
Central	Fire Drill	All staff and students	6/3/13 9:00 AM
Central	Lockdown Drill	All staff and students	6/4/13 9:40 AM

10.6 Motion to approve the following class trip for the 2013 Summer Title I and ESL Enrichment Programs:

<u>Destination</u>	<u>Group</u>
Liberty Science Center, Jersey City, NJ	2 <sup>nd</sup> - 5 <sup>th</sup> grade
Math Museum, New York, NY	6 <sup>th</sup> - 11 <sup>th</sup> grade
Sandy Hook, NJ	2 <sup>nd</sup> - 11 <sup>th</sup> grade

10.7 Motion to approve the following textbooks for the 2013-2014 school year:

Ethics in Sports, 2007  
 Foundations of Sports and Exercise Psychology, 2011

Motion to approve 10.1 to 10.7 was made by Ms. King-Cote, seconded by Mr. Henning.

On a roll call, seven (7) members voted yes.

## 11.0 Personnel

11.1 Motion to post the following positions for the 2013-2014 school year:

<u>Name</u>	<u>Amount</u>
Before/After Care Site Supervisor	\$3,500 Stipend
Before/After Care Teacher	\$35 per hour
Before/After Care Aide	\$13.32 per hour
Before/After Care Substitute Teacher	\$35 per hour
Before/After Care Substitute Aide	\$13.32 per hour
Substitute Caller	\$1,500 Stipend

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11.2 Motion to approve Johanna Ortiz as the Substitute Caller for the 2013-2014 school year for a stipend of \$1,500.

11.3 Motion to approve the School Physician Job Descriptions:

- School Physician
- Before/After Care Site Supervisor
- Before/After Care Teacher

11.4 Motion to authorize Superintendent of Schools, Lisa Savoia, to tender offers of employment prior to the board meeting on August 14, 2013, to fill staffing vacancies in a timely manner.

11.5 Motion to adjust the summer hours for the Child Study Team as follows:

Cerelle White	CST Social Worker	12 days	\$327 per day
Theresa Zacchia	CST Psychologist	12 days	\$267 per day
Diane Bartley	CST LDTC	12 days	\$430 per day

11.6 Motion to adjust contract and salary for Vanessa Sisk, CS Teacher, from BA Step 3 at a salary of \$51,464 to MA Step 3 at the salary of \$55,176 for the 2013-2014 school year.

11.7 Motion to approve the following individuals as substitutes for the 2013-2014 school year:

<u>Last Name</u>	<u>First Name</u>	<u>Education</u>
Barrett	Stefanie	BA 1987
Belmonte	Christian	Western Ct St Univ
Black	Anne	2001 MBA Dowling College/ CEAS Education
Caddle	Nicole	AA 1968 Monmouth College
Calabrese	Frank	BA 1977 Kean College/Elementary School
Chabella	Paul	Substitute Nurse
Ciccotelli	Michael	Standard-Teacher Of Health And Physical Ed
Chudzik, RN	Kimberly	Brookdale Community College 1997 Reg Nurse License
Clayton	Kristen	BA 1989 Georgian Court/ Elementary School/French
Colodin	Rita	BA 1974 Nasson College
Cornell	Ashley	60+ Brookdale
Dorsi	Jenna	60+ Sub Cert Expires 7/1/14
Dorsi	John	CEAS Monmouth Univ/ Teacher Of Social Studies
Falloon	Donna	MA Wagner 1994 Elementary School Teacher

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Flores	Rebecca	BA 2003 Hunter College/Fluent In Spanish
Frick	Tammy	Substitute Custodian
Gamache	Nicole	60+ Sub Cert Expires 1/2/18
Jones	Ed	Substitute Custodian
Lamberson	Sophia	60+ Sub Cert Expires 1/2/18
Leonard	Michael	60+ Sub Cert Expires 7/1/14
Lyons	Shaun	60+ Sub Cert Expires 7/1/15
McGreevy	Maureen	MBA Fordham 1998 Teacher Of Business/Marketing
McIntee	Megan	BA TCNJ Elem Ed K-5/TOSD
Muller	Charlotte	BA 1968 JC State College
Pape	Angela	BA 2011 Univ Of Miami Elem School Teacher
Peacock	Paul	BA 1965 Stevens Institute
Rodriguez	Amy	BA 2013 Monmouth University CEAS TOSD CEAS Elem K-5
Rubinstein	Randy	BA 1976 Groucher College
Seiler	David	60+ Sub Cert Expires 7/1/15
Sheikh	Maria	BS 1995 Monmouth College CEAS Elem K-5
Siroky	John	Substitute Custodian
Smith	Andrea	BA Education 1993 Lock Haven University
Stozak	Nicole	BA 2012 NJCU/CEAS PK-3
Sullivan	Barbara	BS1985 Monmouth Coll. Elem School/TOTH
Terry	Deborah	Substitute Nurse
Totin	David	David & Elkins College/Univ Of Mass
Weg	Dawn	MA 2008 Touro College
Williams	Leatha	BA 1988
Young*	Casey	BS 2013 University Of North Carolina Greensboro
Zampelle	Lauren	CEAS/Elementary Ed K-5 Stockton

\*pending completion of paperwork

- 11.8 Motion to approve the following staff members to work on the ELA and Math curriculum, for 10 hours, not to exceed \$350:

LeeAnn Romanetz	Nicole May	Ilene Clayman
Amy Mantino	Amanda Andrews	Grace Gramaglia
Nicole Hamel	Christina Egan	Krista Anderson
Lauren Lloyd	Stephen Slater	Cassandra Murphy
Lesley Guttman	Nicole Goldsmith	Michele Lehman
Kathryn Medero		

- 11.9 Motion to approve Lynn Ferber and Lillian Romanetz as the shared Before/After Care Site Supervisor at a stipend of \$1,750 each, not to exceed \$3,500 for the 2013-2014 school year.



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- 11.10 Motion to approve Lynn Ferber and Lillian Romanetz as Before/After Care Teachers at a rate of \$35 per hour Monday through Friday from 7:00 a.m. – 8:15 a.m. and 2:50 p.m. – 6:00 p.m., Monday through Friday based on the Keyport 2013-2014 School Calendar.
- 11.11 Motion to approve Heidi Martin as the Before Care/After Care Aide at a rate of \$13.32 per hour, Monday through Friday from 7:00 a.m. – 8:15 a.m. and 2:50 p.m. – 6 p.m., Monday through Friday based on the Keyport 2013-2014 School Calendar.
- 11.12 Motion to approve Amanda Holway as a High School Math Teacher effective September 1, 2013, at a salary set at \$53,956, MA Step 1 (pending Criminal History Clearance).
- 11.13 Motion, as per recommendation of the Superintendent to approve Lesley Guttman’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

9/19/13 – 10/16/13	Twenty (20) accrued sick days
9/19/13	Expected Delivery Date
10/17/13 – 10/31/13	FMLA Leave
11/1/13 – 12/8/13	NJFLA Leave
12/9/13	Return to work

Motion to approve 11.1 to 11.13 was made by Ms. King-Cote, seconded by Mr. Henning.

On a roll call, seven (7) members voted yes.

**12.0 Old Business – None**

**13.0 New Business**

- 13.1 Mrs. Malinconico stated that Mrs. McPeak will be contacting Mr. McManus regarding the Garden Club to create flower beds that say “Learn”.
- 13.2 Mr. Henning asked Mrs. Savoia to show raw score testing results and the correlation showing that the positions created and people hired determined by need to improve scores is working.
- 13.3 Mrs. Malinconico stated the board evaluation is included in the board packet. Academic excellence is what the Board is striving for.

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**14.0 Public Participation**

- Ed Carew, 64 Broadway, Vice President Garden Club spoke of the painting of flowers at the Central School and giving student ownership of a positive project. The Garden Club is stretched and cannot keep taking on new projects but would like to help the kids in an advisory capacity.
- Nancy Jones, 282 Washington Street, asked why AP instruction time is being cut in half when the district is trying to improve scores. Why was this done the week before school ended and not communicated to students and parents back in March at the scheduling meeting when questions could have been voiced?
- Laura Thiringer, 64 Maple Place, asked if the scheduling changes made few years ago increasing AP class instruction time have made a difference in scores.
- Michelle Rook, 89 Third Street, stated the AP course at Keyport High School is a lot of work with a lot of homework. AP classes are very stressful to students and to add an online course will only cause more stress. She would like to learn more about what is going to take place.
- Nancy Jones stated there is a 5K being held on September 21. Mrs. Jones has applications if anyone is interested.

**15.0 Adjournment to Executive Session (TIME: 8:36 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 June 25, 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 may be taken upon return to Open Session.

MOTION: Mr. Cooper

SECOND: Mrs. Panzarelli

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**16.0 Adjournment**

- 16.1 Upon motion by Mrs. Panzarelli, seconded by Mr. Cooper, the meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi