

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING NOVEMBER 19, 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 sent to the Asbury Park Press and The Independent newspapers on August 7, 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
Ms. Burke <b>(absent)</b>	Mrs. Malinconico, President
Mr. Cooper	Mrs. Panzarelli
Ms. Durkin, UB Rep.* <b>(absent)</b>	Mr. White

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

Student Council Representative: Shayna Grandon

**2.0 Presentation – None**

**3.0 Communications – Mrs. Savoia**

3.1 Ms. Cerelle White, submitted her letter of resignation as High School Head Cheerleading Coach, dated November 12, 2014, effective immediately. Resolution 10.13 under Personnel.

3.2 Thank you card from Keyport Recreation Committee and Summer Recreation for allowing them to use facilities.

**4.0 Public Participation – Agenda Items**

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- 4.1 Dr. Ed McNamara, Maple Place, Keyport asked for an explanation of item 10.12, the merit increase for Mrs. Savoia.

**5.0 Superintendent and Other Reports**

- 5.1. Superintendent's Report – Mrs. Savoia

Mrs. Savoia spoke about:

- the district is offering the opportunity to open up the technology lab
- a significant amount of food was donated to the Food Bank
- the Teacher of the Year will have new criteria for selection
- Two additional cases of HIB was reported since last week's meeting

At this time Board Member Mr. White commented that he is reserving the right to speak on a certain matter until the NJ Ethics Commission makes a ruling on the extent of his participation in personnel matters given current conflicts.

- 5.2. Student Council Representative Report

Ms. Shayna Grandon of the Keyport Student Council reviewed the following activities and items:

- all Board Members are invited to the next Student Council meeting
- Students of the Month were announced
- Teachers of the Month were announced
- a list of Fundraisers were presented
- current student club activities were discussed
- the EMT Town drive was discussed
- The Red Raider Parent Club will have an outing in December

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

- 6.1 Motion to approve the following minutes:

October 15, 2014	Workshop Meeting
October 22, 2014	Regular Meeting

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

- 7.1 Facilities Update

Mr. McManus stated that since last week the weather has not been cooperative with the development of the athletic field given the rain and the cold. This has pushed completion back a bit.

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7.2 Use of Facilities

7.2.1 Motion to request from the Borough of Keyport Recreation Department the use the Cedar Street Field for Girls Softball for the 2015 Spring Softball season.

**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 September 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 October which is in agreement.
- 8.3 Motion to approve bills for the month of November 2014 in the amount of \$719,504.97 and supplemental bills for the month of October in the amount of \$11,472.66 and for November in the amount of \$32,643.60.
- 8.4 Motion to approve the transfer of funds for the month of October (attachment).

Transfer to	Account Name	Transfer From	Account Name	Amount
11-000-230-530-11-01-000	Postage	11-000-230-590-05-00-000	Election Pub Info	211.63
11-000-230-580-11-00-000	Superintendent Travel	11-000-230-590-05-00-000	Election Pub Info	239.30
11-000-251-890-05-00-000	Bus Off Misc Exp	11-000-251-100-05-02-000	Salary Payroll	29.50
11-000-251-890-11-00-000	Bus Adm Travel	11-000-251-100-05-02-000	Salary Payroll	239.30
11-000-262-100-01-01-000	KHS Cust OT	11-000-262-100-01-00-000	KHS Cust Sal	25,000.00
11-000-262-590-11-00-000	Garb Removal	11-000-262-420-11-01-000	Eqmt Repair	365.00
11-110-100-101-02-00-000	Pre-K Sub	11-110-100-101-02-02-000	Pre-K Sal	5,000.00
11-110-100-101-02-01-000	Pre-K Coverage	11-110-100-101-02-02-000	Pre-K Sal	2,000.00
11-120-100-101-02-00-000	Gr 1-5 Sub	11-120-100-101-02-02-000	Gr 1-5 Sal	30,000.00
11-120-100-101-02-01-000	Gr 1-5 Cov	11-120-100-101-02-02-000	Gr 1-5 Sal	10,000.00
11-120-100-101-02-05-000	Bkfst Mtr	11-120-100-101-02-02-000	Gr 1-5 Sal	1,030.00
11-130-100-101-02-00-000	Gr 6-8 Sub	11-130-100-101-02-02-000	Gr 6-8 Sal	30,000.00
11-130-100-101-02-03-000	Gr 6-8 Detention	11-130-100-101-02-02-000	Gr 6-8 Sal	2,000.00
11-140-100-101-01-00-000	Gr 9-12 Sub	11-140-100-101-01-02-000	Gr 9-12 Sal	30,000.00
11-140-100-101-01-03-000	Gr 9-12 Det	11-140-100-101-01-02-000	Gr 9-12 Sal	2,000.00

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11-190-100-610-01-09-000	KHS TV Studio	11-190-100-610-01-09-000	KHS Desk	698.27
11-190-100-610-01-24-000	KHS Tech	11-000-291-270-11-00-000	Employee Ins	24,701.01
11-190-100-610-02-17-000	KCS Tech	11-190-100-610-02-04-000	KCS Other	72.11
11-204-100-106-02-00-000	KCS LLD Aides	11-204-100-101-11-00-000	KCS LLD Sal	8,400.00
20-234-200-200-11-00-000	Benefits Tit I 11-12	20-235-200-200-11-00-000	Title 1 Benefits 14-15	2,873.00
30-000-401-450-00-33-000	KCS Bathrooms	30-000-401-450-00-31-000	KHS Windows	2,729.67
30-000-401-450-00-38-000	BOE Security	30-000-401-450-00-36-000	KHS Security	1,003.98

- 8.5 Motion to approve the following out of district tuition for the 2014-2015 school year:

Franklin HS	Student 2978129726 (UB)	\$12,400
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- 8.6 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, 2014), 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 2013-2014 audit, there was one finding.
- 8.7 Motion to approve the attached corrective action plan for the 2013-2014 audit, as per the recommendation of the Board of Education Auditor.
- 8.8 Motion that the Board approve the transfer of \$580,420.15 from Capital Reserve to Fund 30 in order to fund the local Share of the ROD Grant projects listed below:

Project	State Project Number	Local Share
KCS Electrical Upgrade	2430-060-14-1009	\$223,882
KHS 4 Room A/C	2430-050-14-1004	149,496
KCS Cafeteria A/C	2430-060-14-1011	204,636
Total Local Share		\$578,014

- 8.9 Motion that the Board approve the purchase of technology equipment and supplies from CDW-G for the 2014-2015 school year under cooperative pricing contract #65-MCESCCPS in the amount of \$138,658.03
- 8.10 Motion to approve the purchase of a full page ad in the Key, the Keyport High School Yearbook, at a cost of \$275.

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- 8.11 Motion to approve Immediate Care Medical, Airport Plaza, Hazlet, NJ to provide medical evaluations, drug screenings and follow-up for the remainder of the 2014-2015 school year at the rate established below:

Medical Evaluation	\$100/exam
Drug Screenings:	
Original Panel	\$78/screening
K2/Synthetic Marijuana	\$66.50/screening
Original Panel and K2	\$144.50/screening
Repeat Visit	\$77.50/visit

A motion was made to move items 6.1 through 8.11 by Mr. Henning and seconded by Mr. Biagianni and carried by a unanimous roll call vote of 8-0.

## 9.0 Curriculum

- 9.1 Motion to approve the October 2014 Security Drills as follows:

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Keyport High School	Active Shooter	All staff and students	10/8/14 12:50 p.m.
Keyport High School	Table Top	Administration & Police Department	10/15/14 1:00 p.m.
Keyport Central School	Fire Drill	All staff & students	10/7/14 9:15 a.m.
Keyport Central School	Table Top	Administration & Police Department	10/15/14 1:00 p.m.

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

DATE	SCHOOL	INCIDENTS REPORTED	HIB
October 2014	Central	1	0
October 2014	KHS	2	1

- 9.3 Motion to approve the 2014-2015 Progress Targets Action Plan.
- 9.4 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:

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<b>Employee Name</b>	<b>Date(s)</b>	<b>Workshop Name</b>	<b>Location/Mileage</b>	<b>Cost</b>
Buttacavole, Alyssa	12/8-12/12/14	Orton Gillingham Comprehensive Training	Secaucus, NJ	\$1,087
Castellano, Kelly	12/8-12/12/14	Orton Gillingham Comprehensive Training	Secaucus, NJ	\$1,087
Cataldo, Jeanne	12/8-12/12/14	Orton Gillingham Comprehensive Training	Secaucus, NJ	\$1,087
Godlesky, Laura	1/23/15	Rutgers 47 <sup>th</sup> Annual Conference on Reading and Writing	New Brunswick, NJ	\$194
Jones, Melissa	12/4/14	Universal Design for Learning	Monroe Twp., NJ	\$168
Jones, Melissa	1/23/15	Rutgers 47 <sup>th</sup> Annual Conference on Reading and Writing	New Brunswick, NJ	\$194
Keelen, Kyle	1/15-1/17/15	2015 World Baseball Coaches Clinic	Unsasville, CT	\$267
Murray, Claire	12/1/14	GPS to Challenging Behavioral Issues	Long Branch, NJ	\$199
Perri, Tina	12/8-12/12/14	Orton Gillingham Comprehensive Training	Secaucus, NJ	\$1,087

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

9.5 Motion to approve the following class trip for the 2014-2015 school year:

Digital Photography Club      Downtown Walking Tour

A motion was made to move items 9.1 through 9.5 by Mr. Henning and seconded by Mr. Biagianti and carried by a unanimous roll call vote of 8-0 .

## 10.0 Personnel

10.1 Motion to approve Virginia Barry as a Substitute Aide for the Keyport School Extencicare Program for the 2014-2015 school year to be paid at a rate of \$13.32 per hour from Enterprise Fund (0409):

10.2 Motion to approve Robin Gallo as the District Data Specialist effective November 19, 2014.

10.3 Motion to approve Marie Portee and Kelly Castellano to run the Central School Title I Family Literacy Nights at a rate of \$35 per hour, not to exceed \$300.

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- 10.4 Motion to approve Amanda Andrews and Cynthia Deilly to run the Central School Title I Family Math Nights at a rate of \$35 per hour, not to exceed \$300.
- 10.5 Motion to approve Kyle Keelen and Kelly Milniscuk to run the High School Title I Family Math Nights at a rate of \$35 per hour, not to exceed \$300.
- 10.6 Motion to approve Alissa Francisco to work the Title III After School Program from November 25, 2014 - May 21, 2015, at the rate of \$35 per hour, to be funded from NCLB funds.
- 10.7 Motion to approve the following mentors for the 2014-2015 school year, at the rate of \$250, for the 2014-2015 school year, to be funded from NCLB Title IIA Funds:

<u>New Teacher</u>	<u>Mentor</u>
Marisa Khachaturian	Nicole Goldsmith
Tiffany Rowald	Cassandra Murphy

- 10.8 Motion to approve the following candidate as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

<u>Group II</u>	
Anna Czech	60+ credits
Chelsea Addeo*	60+ credits
Megan Waters*	60+ credits

\*pending completion of paperwork

- 10.9 Motion to approve the following Student Teacher from Monmouth University to work at the Central School for the Spring 2015 semester:

<u>Student</u>	<u>Cooperating Teacher</u>	<u>Grade/Subject</u>
Brianna Mahoney	Tina Perri	1 <sup>st</sup> Grade

- 10.10 Motion to approve three teachers to run three Cultural Nights, over the course of the 14-15 school year, at the rate of \$35 per hour, not to exceed \$300, to be funded from NCLB funds.
- 10.11 Motion to approve submission of NJDOE Achieve NJ Coaching Grant.
- 10.12 Motion to approve the following 2014-2015 Proposed Merit Goals for Lisa Savoia, Superintendent, as follows:

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Students in Grades 3-8 will demonstrate achievement in mathematical skills over the course of the 2014-2015 school year as measured by Smart Score results via IXL.com.

- 70% of students in Grades 3-8, who have attempted at least 20 different skills in IXL will achieve a Smart Score of 70% or higher in at least 70% of their attempted skills.  
\$4,717
- 50% of students in Grades 3-8, who have attempted at least 20 different skills in IXL will achieve a Smart Score of 70% or higher in at least 70% of their attempted skills.  
\$3,773
- 30% of students in Grades 3-8, who have attempted at least 20 different skills in IXL will achieve a Smart Score of 70% or higher in at least 70% of their attempted skills.  
\$2,830

10.13 Motion to accept the resignation of Cerelle White as Keyport High School Head Cheerleading Coach effective November 12, 2014.

10.14 Motion to approve Christopher Gander's, District Technology Coordinator, receipt of a Substitute Teacher's Credential.

A motion was made to move items 10.1 through 10.14 by Mr. Henning and seconded by Mr. Biagianti and carried by a unanimous roll call vote of 8-0 except for item 10.12 and 10.13 which Mr. White abstained.

## **11.0 Policy**

## **12.0 Old Business**

## **13.0 New Business**

13.1 Mrs. Savoia presented the possible meeting calendar for the 2015 School Business year. Mrs. Malinconico emphasized that Work Sessions should also be called Action Meetings for transparency to the public.

13.2 At this time Mrs. Malinconico and the entire Board congratulated Mr. Cooper for his election to the Keyport Town Council.

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**14.0 Public Participation**

- Mr. Ken McPeck, Division St, Keyport –Councilman McPeck stated he and the council are looking for ways to work together and strengthen our association. Mr. McPeck said he also looks forward to working with Mr. Cooper who has a window into how the Board of Education runs.
- Dr. Ed McNamara, Maple Place said he hoped the Board eliminates merit increases for future contracts because it is not favorably viewed by the staff and community.
- Dr. McNamara requested the Free & Reduced student population for the next meeting in December.
- Dr. McNamara said he heard about declining student population and would like the Board to consider serious future considerations particularly in the high school student population. He said it is of concern to him.

**15.0 Adjournment to Executive Session**

There was no Executive Session this evening.

**16.0 Adjournment**

- 16.1 Upon motion by Mr. Biagianti, seconded by Mr. Henning, the meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi