

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING NOVEMBER 20, 2013
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 All Purpose Room, 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 18, 2013, as approved at the reorganization meeting of the Board of Education held on January 2, 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	Ms. King-Cote, Vice Pres.
Ms. Burke (absent)	Ms. Knudsen
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli

Student Council Representative: Victoria Gonzalez

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

2.0 Election Results

2.1 Unofficial Results of the school election
Keyport BOE (Full 3-Year Term)

	Vote Count
- Cecil Bright	689
- Elena Malinconico	654
- Courtney White	645
- Rose Ann Lloyd	505
- Lisa Paez	429

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING NOVEMBER 20, 2013
MINUTES**

3.0 Presentation – Technology by Chris Gander

- Use of Google drive to share documents for paperless board meetings
- Students’ use of google to submit work to teachers
- Students using the google calendar to keep track of projects.
- Google mail with filters and word search feature.
- The district has recently purchased 90 Chrome Books. 60 are being used in the High School for labs and 30 are being used in the Central School. Students can access all apps from school as well as from a home computer.
- Smart Boards are in most classrooms to replace polyboards
- 60 Ipads are currently being used by students. The district plans to purchase more Ipads to be used by special education students.
- Introducing a mobile app for the Keyport website.
- All board members now have school gmail email addresses.
- Teachers are using their websites for syllabus, links to various magazines, book lists, etc.
- Honeywell preferences for instant alerts.
- Melissa Jones spoke of Achieve 3000.

4.0 Communications – Mrs. Savoia

- 4.1. Letter was received from Mr. Shawn Poling to donate a pitching machine to the Keyport Baseball Program. The machine will need a 110 volt wire to be run from the clubhouse to the outdoor cages in order to operate.
- 4.2 The Keyport Fire Department requested the Board to purchase an ad in the program book for their Annual Fireman’s Ball. Cost for a full page ad: \$125 (Resolution 10.7).
- 4.3. The Key requested the Board to purchase an ad in the Keyport High School yearbook. Cost for a full page ad: \$275 (Resolution 10.8) under Finance).
- 4.4 Letter was received from Mr. Albert Smith resigning as Central School Wrestling Coach (Resolution 12.3).
- 4.5 Letter was received from Ms. Mandy Dyas resigning as teacher assistant. (Resolution 12.4).
- 4.6 Two letters were received from the following residents dated October 5, 2013, regarding the conditions of the Athletic Field and Keyport Education Foundation tax exempt status:

<p style="text-align: center;">KEYPORT BOARD OF EDUCATION REGULAR MEETING NOVEMBER 20, 2013 MINUTES</p>
--

Michael & Roberta Antorino
Warren Chamberlain
Katherine Kizun
Edward & Harriet McNamara

Dan & Hillary Russin
Joanne Staeger
George & Karen Walling

5.0 Public Participation – Agenda Items – None

6.0 Superintendent and Other Reports

6.1. Superintendent’s Report – Mrs. Savoia

- A special board meeting has been scheduled for December 4, 2013, to discuss the next steps for the Athletic Complex.
- 8th grade Union Beach wrestling students will be invited to be part of the Keyport wrestling team.
- Guidance has submitted newly created developmental guides to be used as a tool for career awareness and exploration for all students.
- Tomorrow the monitoring NCLB and IDEA will begin.
- Congratulation to Amy Rodriguez. She will begin as a full time teacher on January 1, 2014. She has been employed with the district as an aide.
- Congratulations to the TV club. They went to the United Nations in New York today.
- FAFSA Night is tomorrow.
- NJCAP begins
- Concert is coming up on December 12.

6.2. Student Council Representative Report –

Mrs. Rodriguez gave the following report:

- Spirit Week ran through October 21 through October 25th
- Student Council is helping the National Honor Society with a collection for nonperishable food items and the possibility of a coat drive.
- On December 17, 2013, Keyport Senior Student Council will be at Memorial School in Union Beach for an open house to promote student involvement at Keyport High School.

7.0 Committee Reports

7.1 Buildings & Grounds/Safety & Security/Recycling

- Mrs. Malinconico stated the committee met last week and came to the conclusion to have a board meeting dedicated entirely to the field and would like to invite the public to attend.

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING NOVEMBER 20, 2013 MINUTES</p>
--

- 7.2 Community Relations/Foundation
- 7.3 Curriculum
- 7.4 Finance/Negotiations
 - Ms. King Cote reported at the last negotiations meeting the ground rules were set and they exchanged proposals.
 - The Finance Committee met with the auditors and there was one finding in the area of student accounts.
- 7.5 MCSBA/Legislative
- 7.6 Personnel
- 7.7 Policy
- 7.8 Special Education Liaison

8.0 Board Secretary’s Office – Mr. McManus

8.1 Motion to approve the following minutes:

October 9, 2013	Workshop Meeting
October 16, 2013	Regular Meeting and Closed Session

8.2 Motion to approve time, place and date of meetings as follows:

Regular Meetings to be held at 7:30 p.m. in the Keyport High School Conference Room 108, 351 Broad Street, Keyport, NJ, as follows:

January 8, 2014	Reorganization & Regular Meeting
January 15, 2014	Regular Meeting
February 12, 2014	Regular Meeting
February 19, 2014	Regular Meeting
March 5, 2014	Regular Meeting
March 19, 2014	Regular Meeting
March 26, 2014	Regular Meeting & Public Hearing
April 23, 2014	Regular Meeting
May 14, 2014	Regular Meeting
May 21, 2014	Regular Meeting
June 4, 2014	Regular Meeting
June 25, 2014	Regular Meeting
July 16, 2014	Regular Meeting
August 13, 2014	Regular Meeting
August 20, 2014	Regular Meeting
September 17, 2014	Regular Meeting
October 15, 2014	Regular Meeting
November 19, 2014	Regular Meeting
December 17, 2014	Regular Meeting
January 7, 2015	Reorganization & Regular Meeting

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING NOVEMBER 20, 2013 MINUTES</p>
--

- 8.3. Motion to approve the following policies for the second reading to be attached to the minutes after the second reading:

Policy 3144.3	Suspension Upon Certification of Tenure Charge (New)
Policy 3144.12	Certification of Tenure Charges – Inefficiency (M) (New)
Policy 3372	Teaching Staff Member Tenure Acquisition (New)
Policy 3373	Tenure Upon Transfer or Promotion (New)
Policy 3374	Tenure Upon Transfer to an Underperforming School (New)
Policy 412	Employment Contract

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

Policy 1240	Evaluation of Superintendent (M) (Revised)
Regulation 1240	Evaluation of Superintendent (M) (Revised)
Policy 3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Regulation 3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Policy 3144	Certification of Tenure Charges (Revised)
Regulation 3144	Certification of Tenure Charges (Revised)
Policy 4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Regulation 4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Policy 6660	Student Activity Fund

TEACHNJ Statute and Achieve NJ Administrative Code Policies and Regulations for Teaching Staff Member Evaluations:

Policy 3221	Evaluation of Teachers (M) (New)
Regulation 3221	Evaluation of Teachers (M) (New)
Policy 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)
Regulation 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (New)
Policy 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
Regulation 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
Policy 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)
Regulation 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING NOVEMBER 20, 2013
MINUTES**

Motion to approve 8.1 to 10.15. was made by Mr. Henning, seconded by Ms. King-Cote.

On a roll call nine (8) members voted yes on 8.1
Ms. Durkin abstained on 10/16/13 minutes.

On a roll call nine (9) members voted yes on 8.2 to 10.15.

9.0 Buildings & Grounds – Mr. McManus

9.1 Facilities Update

9.2 Use of Facilities

10.0 Finance

- 10.1 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, 2013, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.
- 10.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of September which is in agreement.
- 10.3 Motion to approve bills for the month of November 2013 in the amount of \$741,702.43 and supplemental bills for October through November in the amount of \$45,091.57.
- 10.4 Motion to approve the transfer of funds (attachment).
- 10.5 Motion to accept a donation from Mr. Shawn Poling, Owner of Pol-boys Cages in Keansburg, for a pitching machine (Master Pitch Model MP-5) with a retail value of \$2,495 to be used by the Keyport Baseball Program.
- 10.6 Motion to approve one nonresident student #7788901886 to attend Keyport High School at a cost of \$16,151 for the 2013-2014 school year to be paid by the Matawan school district.
- 10.7 Motion to approve a full page ad in the annual Keyport Fire Department Program Book at a cost of \$125.
- 10.8 Motion to approve the purchase of a full page ad in the Key, the Keyport High School Yearbook, at a cost of \$275.

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING NOVEMBER 20, 2013 MINUTES</p>
--

- 10.9 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 2013-2014 school year to be reimbursed by Union Beach Board of Education.

- 10.10 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, 2013), 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 2012-2013 audit, there was one finding.

- 10.11 Motion to approve the attached corrective action plan for the 2012-2013 audit, as per recommendation of the school auditor.

- 10.12 Motion to approve the Grant application for Playground Equipment for the Keyport Central School from Playworld Systems in the amount of \$40,000.

- 10.13 Motion to approve the Grant application for Synthetic Field materials from the U.S. Soccer Foundation in the amount of \$350,000.

- 10.14 Motion to approve the carryover funds from the 2012-2013 IDEA Basic Grant in the amount of \$10,205 to the 2013-2014 IDEA Basic Grant.

- 10.15 Motion to approve the carryover funds from the 2012-2013 IDEA Preschool Grant in the amount of \$105 to the 2013-2014 IDEA Preschool Grant.

Motion to approve 8.1 to 10.15. was made by Mr. Henning, seconded by Ms. King-Cote.

On a roll call nine (9) members voted yes on 8.2 to 10.15.

11.0 Curriculum

- 11.1 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:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
DePasquale, Anthony	1/22- 1/24/14	I&RS	Oceanport, NJ/0	\$250

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING NOVEMBER 20, 2013
MINUTES**

Gander, Chris	11/14/13	Apple Learning Tour 2013	Iselin, NJ/29	\$9
Godlesky, Laura	12/10-12/11/13	Wilson Reading & Language "Just Words"	Freehold Twp., NJ/32	\$305*
Godlesky, Laura	11/5/13	College Board AP Workshop-English Language & Comp.	New York, NY/0	\$265
Goldsmith, Nicole	1/22-1/24/14	I&RS	Oceanport, NJ/0	\$250
Jones, Melissa	12/6/13	NJAFPA Strategies to Improve In-School Conditions	Eatontown, NJ/35	\$160
Paczkowski, John	1/22-1/24/14	I&RS	Oceanport, NJ/0	\$250
Racioppi, Dawn	11/22/13	Lifetouch Online Training	Summit, NJ/76	\$24
Ricca, Mary Anne	12/10-12/11/13	Wilson Reading & Language "Just Words"	Freehold Twp., NJ/32	\$305*
Rogers, Valerie	12/4/13	Star Lab Training	Branchburg, NJ/70	\$97
Schmid, Rick	3/26-3/29/14	DAANJ-remain current w/NFHS, NJSIAA procedures	Atlantic City, NJ/0	\$350
Young, Maureen	5/13/14	NJASBO-Central Office Administrative Assistants	Rockaway, NJ/106	\$ 33
Zacchia, Theresa	12/6/13	NJ School Psychologist Winter Conference	Jamesburg, NJ/73	\$193

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

* Paid from NCLB Title 1 Acct #20-231-200-500-11

11.2 Motion to approve the Nursing Services Plan for the 2013-2014 school year.

11.3 Motion to approve the following members of the 2013-2014 District Evaluation Advisory Committee "DEAC" Committee:

<u>Position</u>	<u>Name</u>
Superintendent	Lisa Savoia
Central Office Administrator	Melissa Jones
Board of Education Member	Elena Malinconico
Central School Principal	Anthony Rapolla
Keyport High School Principal	Michael Waters
Administrator Conducting Evaluations	Denise Cleveland
Union Representative	Andrew Lois
High School Teacher	Ann Murray
Middle School Teacher	Grace Gramaglia
Elementary School Teacher	Valerie Rogers
Early Childhood Education Teacher	Alexa Annucci
Data Coordinator	Robin Gallo

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING NOVEMBER 20, 2013 MINUTES</p>
--

Parent

Judy Anderson

11.4 Motion to approve the District Developmental Guidance Curriculum for the 2013-2014 school year.

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

	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
October 2013	Central	0	0
October 2013	KHS	3	1

11.6 Motion to approve the October 2013 Security Drill Report as follows:

KHS	Fire Drill	All staff & students	10/31 – 1:00 p.m.
KHS	Evacuation Drill (non-fire)	All staff & students	10/22 – 8:30 a.m.
KCS	Fire Drill	All staff & students	10/02 – 8:50 a.m.
KCS	Active Shooter	All staff & students	10/11 – 1:40 p.m.

11.7 Motion to approve the following Class Trips for the 2013-2014 school year:

<u>DESTINATION</u>	<u>GROUP (grade or club)</u>
Keyport Fire Museum	3rd Grade
Centre State Hospital, Freehold, NJ	Keyport Alliance
William Paterson University/Tomorrow's Teach	KHS Business Students
Kean University	KHS Field Hockey Students
Keyport Stop & Shop	KHS General Math Class
United Nations Headquarters NYC	KHS TV Club

Motion to approve 11.1 to 11.7. was made by Ms. King-Cote, seconded by Mr. Henning.

On a roll call nine (9) members voted yes on 11.1 to 11.7.

12.0 Personnel

12.1 Motion to approve Jennifer Rojas as the mentor teacher for Nirva Candio, High School French Teacher, for the 2013-2014 school year. Ms. Candio is responsible for the \$550 stipend.

12.2 Motion to approve James Rasmussen to complete 150 hours of Administrative Practicum Experience with Michael Waters through University of Scranton.

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING NOVEMBER 20, 2013
MINUTES**

- 12.3 Motion to accept the resignation of Albert Smith, Central School Wrestling Coach, effective November 1, 2013.
- 12.4 Motion to accept the resignation of Mandy Dyas, part-time Special Education Aide, effective November 28, 2013.
- 12.5 Motion to approve Douglas Bower as a volunteer coach for the 2013-2014 school year pending Criminal History Clearance.
- 12.6 Motion to approve the Supervisor of Mathematics, Economics & Assessment job description as attached.
- 12.7 Motion to approve the Cooperative Sports Agreement between Keyport Public Schools and Union Beach, Memorial School for Middle School Wrestling.
- 12.8 Motion to approve Elford Rawls as the long-term replacement for Erica Wesley, English teacher at Keyport High School, effective December 2, 2013. Salary; BA Guide, Step 1, \$50,244 (pro-rated).
- 12.9 Motion to approve Jessica Valentino as a Spring 2014 Student Teacher from Ramapo College in Keyport High School Math. The Cooperating Teacher is Kyle Keelen.
- 12.10 Motion to approve Melanie Stroud and Kim Finch to facilitate three Family Literacy Nights, from 6:30-8:30 PM, at Central School, for the 2013-2014 school year, at the rate of \$35 per hour, to be funded from NCLB.
- 12.11 Motion to approve Amanda Andrews and Stephen Slater to facilitate three Family Math Nights, from 6:30-8:30 PM, at Central School, for the 2013-2014 school year, at the rate of \$35 per hour, to be funded from NCLB.
- 12.12 Motion to approve Amy Rodriguez to work the Title I After School Program for second grade, from November 21, 2013, to May 23, 2014, at the rate of \$35 per hour, to be funded from NCLB.
- 12.13 Motion to approve Brianne Manginelli, a Montclair State Student, to observe a Special Education Class for one hour. Mr. Keelen will be the cooperating teacher.
- 12.14 Motion to appoint Michael Vadas as Central School Wrestling Coach for the 2013-2014 school year at a stipend of \$4,000.

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING NOVEMBER 20, 2013
MINUTES**

12.15 Motion to appoint Amy Rodriguez as a special education teacher effective January 1, 2014, through June 30, 2014. Salary: \$50,244 (prorated) BA, Step 1.

Motion to approve 12.1 to 12.15. was made by Mrs. Panzarelli, seconded by Mr. Cooper.

On a roll call nine (9) members voted yes on 12.1 to 12.15.

13.0 Old Business - None

14.0 New Business –

14.1 Mr. Henning spoke of workshop hosted by NJSBA for board members to achieve Academy Credit entitled “Walk in the Parcc Night” on December 2 in Eatontown.

14.2 Mr. Henning spoke of parents who are requesting their own copy when students are sent for testing and he suggested to review or create a policy to limit travel and costs for independent evaluations.

15.0 Public Participation

15.1 Michael Lane, 51 First Street, spoke of the school environment changing rapidly and asked the following questions regarding the Athletic Complex:

- The cost of DOE expense for 9/24 special election referendum
- Concept plan cost and source of funding
- When the irrigation system was installed on the field
- Distribution of the major users of football field
- How the uses of the field have changed in the last few years
- The average property tax evaluation reduction is \$40,000 per residential lot which when multiplied by 2,000 residential lots is \$80 million which will change the tax rate, shifting the tax burden even more towards high end homes.

15.1 Edward McNamara, 76 Maple Place, asked if motion 12.6 was a new administrative position.

16.0 Adjournment to Executive Session (TIME: 8:45 p.m.)

16.1 RESOLVED by the Keyport Board of Education as per Chapter 231, P.L. 1975:

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING NOVEMBER 20, 2013
MINUTES**

- a. That it is hereby determined that it is necessary to meet in Executive Session on November 20, 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 will not be taken upon return to Open Session.

MOTION: Ms. Knudsen

SECOND: Mrs. Panzarelli

17.0 Adjournment

- 17.1 Upon motion by Biagianti, seconded by Mr. Henning, the meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi