

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING – OCTOBER 17, 2012  
MINUTES**

**1.0 Opening Procedures**

1.1 The meeting was called to order at 7:30 p.m. by Board President Henning, 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 April 29, 2012, as approved at the regular meeting of the Board of Education held on April 25, 2012. 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, Vice Pres.  
Mr. Bright  
Ms. Burke (**absent**)  
Mr. Cooper  
Ms. Durkin, UB Rep.\*

Mr. Henning, President  
Ms. King-Cote  
Ms. Knudsen (**absent**)  
Mrs. Malinconico  
Mrs. Panzarelli

Student Council Representative: Angelina Tornetto (**absent**)

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

**2.0 Presentations –**

2.1 RYLA

Mr. DePasquale, Director of Guidance, introduced Michael Wingate and Taylor Sheridan, two outstanding students who participated in the four day RYLA (Rotarian Youth Leadership Awards) program held this past summer at Monmouth University. The students spoke of their experiences and how it has played a positive role in their lives.

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING – OCTOBER 17, 2012  
MINUTES**

2.2 FY12 Audit by Suplee, Clooney & Company

Mr. Bob Swisher, auditor, stated that the firm has concluded the June 30, 2012, audit and stated that there were no findings or recommendations this year.

2.3 2011-2012 Testing Presentation

Mrs. Savoia and The Keyport Administrative Team presented a PowerPoint presentation and each administrator and took turns and spoke about NJASK, HSPA and AP Scores as well as Growth Model and Strategic Planning.

**3.0 Communications – Mrs. Savoia**

3.1 Ms. Mary Hill, School Psychologist, submitted her letter of retirement on October 16, 2012, effective January 1, 2013. Resolution 11.20 under Personnel.

3.2 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 9.16).

**4.0 Public Participation – Agenda Items -- None**

**5.0 Superintendent and Other Reports**

5.1 Superintendent's Report – Mrs. Savoia

- Anticipated posting on next agenda for after school support for ESL students.
- Modifications to fire drills.
- Policies
- A free community training class to teach parents how to view their child's grades and navigate through the new website will be offered on October 24<sup>th</sup> at 7 p.m. in the Central School Tech Lab.
- At parents' request, an evening conference will be offered at the High School in November.

5.2 Student Council Representative Report – None

**6.0 Committee Reports**

- 6.1 Buildings & Grounds/Safety & Security/Recycling
- 6.2 Community Relations/Foundation

<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>REGULAR MEETING – OCTOBER 17, 2012</b>  <b>MINUTES</b></p>
---

Mrs. Savoia stated that at the last community relations meeting the following items were discussed:

- To increase communication.
- Move toward an open house format for Community Day to be held in January.
- Parents will be polled to decide on the date to hold the 7<sup>th</sup> Grade Dance.
- Eighth Grade students to participate in School Spirit Day to become more of a part of the High School.

- 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. Marra**

7.1. Motion to approve the following minutes:

September 19, 2012 Regular Meeting & closed session  
 October 10, 2012 Workshop Meeting & closed session

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

Policy 0155	Board Committees
Policy 0163	Quorum
Policy 7520	Loan of School Equipment

7.3. Motion to approve the following policies and regulations for first reading to be attached to the minutes after the second reading

Policy 0167	Public Participation in Board Meetings
Regulation 2624	Grading System
Policy 6470	Payment of Claims
Regulation 6470	Payment of Claims
Regulation 7510	Use of School Facilities
Regulation 9270	Home Schooling and Equivalent Education Outside the Schools
Regulation 2431.4	Prevention and Treatment of Sports-Related Concussions Head Injuries

Motion to approve 7.1 to 7.3 was made by Ms. King-Cote, seconded by Ms. Durkin.

On a roll call, eight (8) members voted yes.

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING – OCTOBER 17, 2012  
MINUTES**

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

8.1 Facilities Update

8.2 Use of Facilities

8.2.1. Motion to approve the following resolution:

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities, as listed in the attached document for the various school facilities of the Keyport School District, are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

NOW THEREFORE, BE IT RESOLVED, that the Keyport School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the Keyport School District in compliance with Department of Education requirements.

8.2.2. Motion to approve request from Keyport Recreation/Keyport Police to use the Central School Cafeteria on October 27, 2012, from 11 a.m. to 3 p.m. for a Halloween parade and contest.

8.2.3. Motion to approve request from Girl Scouts Daisy Troop 832 to use the Central School Cafeteria on Fridays, October 19, 2012, through June 14, 2013, from 3 p.m. to 4:30 p.m. for troop meetings.

Motion to approve 8.2.1. to 8.2.3 was made by Mrs. Malinconico, seconded by Mrs. Panzarelli.

On a roll call, eight (8) members voted yes.

**9.0 Finance**

9.1 Secretary’s Report

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING    OCTOBER 17, 2012</b> <b>MINUTES</b>
---

Mr. Marra reminded the board members who are attending the NJSBA workshop that information has been distributed to them in their packet.

9.1.1 Financial Information:

Interest, September	\$ 392.87
Year to date	\$1,143.87
Cafeteria Report	(First report available in November)

- 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 September 30, 2012, 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 Reports of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of September which is in agreement.
- 9.4 Motion to approve bills for the month of October 2012 in the amount of \$554,220.50 and supplemental bills for September in the amount of 68,015.96.
- 9.5 Motion to approve the transfer of funds as follows:

From	To	Amount
13-422-100-610-00-00-000 General Supplies-Summer	13-422-100-320-00-00-000 Purch Prof – ESY (Adj 30)	\$1,296
13-422-100-610-00-00-000 General Supplies-Summer	13-422-100-320-00-00-000 Purch Prof – ESY (Adj 31)	\$10
11-000-230-339-05-00-000 Treasurer Sch Monies Sal	11-000-230-340-00-00-000 Purch Technical Serv (Adj 32)	\$3,000
11-000-230-332-05-00-000 Auditor Fees	11-000-230-340-00-00-000 Purch Technical Serv (Adj 33)	\$2,552.50
12-000-400-932-11-00-000 Window Replacement	12-000-261-730-01-00-000 Purchase of Equipment (Adj 34)	\$4,300
20-273-200-600-13-00-000 TIIA Sup 11-12	20-273-200-500-11-00-000 TIIA Oth Pur Svc 11-12 (Adj 37)	\$171.21
13-422-100-610-00-00-000 General Supplies-Summer	13-422-100-101-00-00-000 Salaries of Teachers (Adj 38)	\$3,000

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING – OCTOBER 17, 2012  
MINUTES**

11-190-100-610-02-07-000 Cent Sch Workbooks	11-000-221-102-11-01-000 Director Curriculum Sal (Adj 39)	\$3,000
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- 9.6 Motion to authorize the School Business Administrator to file the final report for NCLB FY2012, which includes the following carryovers:

Title II A	\$ 114
Title III	\$ 259

- 9.7 Motion to authorize the School Business Administrator to file the final report for the IDEA FY2012; there will be no carryover.

- 9.8 Motion to approve four (4) 60-month lease agreements with Atlantic Business Products under State Contract No. A 51464 for the following copiers:

<u>Copier</u>	<u>Local</u>	<u>Monthly Lease</u>	<u>Annual</u>
(1) Savin MP3352SP	HS Media Center	\$151.19	\$1,814.28
(1) Savin MPC3002	District Tech Office	\$165.25	\$1,983.00
(2) Savin 907EX	HS Teachers' Lounge CS Teachers' Lounge	\$440.73	\$5,288.76
Black copies for 1,705,591 copies/prints per year			\$7,675.16
Color Copies for 6,568 copies/printer per year			\$394.08
<b>PROJECTED NEW ANNUAL EXPENSES</b>			<b>\$22,444.04</b>

- 9.9 Motion to approve the following out of district tuitions for the 2012-2013 school year:

Career Center	SID 7305355840 (UB)	\$ 5,100
Collier	SID 6675265610	\$52,571

- 9.10 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, 2012), 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 2011-2012 audit, there were no recommendations.

- 9.11 Motion to approve the submission of the New Jersey Child Assault Prevention (CAP) Grant Application in the amount of \$4,342 for Grades 6, 7, and 8, as recommended by the Superintendent for the 2012-2013 school year at no cost to the District.

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING    OCTOBER 17, 2012</b> <b>MINUTES</b>
---

- 9.12 Motion to accept a donation of The Building Your Future classroom set, for Financial Literacy, from The Actuarial Foundation with a total value of \$500.
- 9.13 Motion to authorize the application to the New Jersey Department of Education for the Keyport Central School Air Conditioning Project. The district will not be applying for state funding for this project.
- 9.14 Motion to authorize the Business Administrator, Joseph Marra, to advertise for bids for the Keyport Central School Air Conditioning Project. (Project number to be assigned by Department of Education).
- 9.15 Motion to authorize Tokarski & Millemann Architects, LLC to provide professional design services for the Keyport Central School Air Conditioning Project at a fee of \$22,000.
- 9.16 Motion to approve a full page ad in the annual Keyport Fire Department Program Book at a cost of \$125.
- 9.17 Motion to authorize the Business Administrator to pay bills up to \$295,000 for medical, dental, vision and prescription premiums prior to the November 28, 2012, board meeting.

Motion to approve 9.1 to 9.17 was made by Ms. Durkin, seconded by Mrs. Panzarelli.

On a roll call, eight (8) members voted yes.

## 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, unless indicated otherwise:

<b>Employee Name</b>	<b>Date(s)</b>	<b>Workshop Name</b>	<b>Location/Mileage</b>	<b>Cost</b>
Cleveland, Denise	9/14/12, 10/12/12, 11/2/12, 12/7/12, 1/11/13, 2/8/13, 3/8/13, 4/12/13, 5/10/13	MCADSE Monthly Meetings	Neptune, NJ/123 (44 miles per trip)	\$122.76
DePasquale, Anthony	12/18/12	NJPSA/FSA Bullying Update	Monroe, NJ/34	\$85.48
Dinardi, Cynthia	12/10/12	Response to Intervention for Struggling ELLS	Edison, NJ/45	\$13.95*

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING OCTOBER 17, 2012  
MINUTES**

Eckert, Jennifer	10/2/12	DOE School Climate Improvement	Eatontown, NJ/0	n/a
McCann, Diane	10/27/12	AP English Language and Composition Workshop	Colts Neck, NJ/28	\$213.49**
Jones, Melissa	11/20/12	Time to Choose a Principal Evaluation System	Monroe, NJ/34	85.54
Racioppi, Dawn	10/30/12	Yearbook -New Features offered on Jostens Website	Sandy Hook, NJ/0	n/a
Recco, Philip	10/27/12	AP Biology-Transitioning to Inquiry based labs	Colts Neck, NJ/0	\$205**
Savoia, Lisa	11/20/12	Time to Choose a Principal Evaluation System	Monroe, NJ/0	\$75
Slattery, Tiffani	10/26/12	Honors Band Directors' Meeting	Keansburg, NJ/0	\$70
Sproat, Jennifer	10/27/12	AP English Language and Composition Workshop	Colts Neck, NJ/28	\$213.49**
Ullrich, Amy	1/17-1/19/13	Softball Coaches Clinic	Cherry Hill, NJ/149	\$161

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

\*Paid from NCLB Title III Acct #20-245-200-500-00-00-000

\*\*Paid from NCLB Title IIA Acct #20-272-200-580-11-00-000

10.2 Motion to approve the New Jersey QSAC Statement of Assurance for the 2012-2013 school year for the Keyport School District.

10.3 Motion to approve the Keyport Public Schools Security Plan for the 2012-2013 school year.

Motion to approve 10.1 to 10.3 was made by Mrs. Malinconico, seconded by Mr. Cooper.

On a roll call, eight (8) members voted yes.

## **11.0 Personnel**

11.1 Motion to rescind the action taken at the August 8, 2012, meeting (Resolution 11.20) to approve an internship for Matthew Matsutani.

11.2 Motion to approve the professional development Consortium between Keyport and Union Beach to join the Central Jersey Consortium for Excellence and Equity (CTEE) not to exceed \$2500 (through NCLB Title II Funds).



<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING    OCTOBER 17, 2012</b> <b>MINUTES</b>
---

- 11.3 Motion to approve the following members of the 2012-2013 District Evaluation Advisory Committee “DEAC” Committee:

<b>Position</b>	<b>Name</b>
Superintendent	Lisa Savoia
Central Office Administrator	Melissa Jones
Board of Education Member	Elena Malinconico
Principal	Anthony Rapolla
Principal	Michael Waters
Administrator Conducting Evaluations	Denise Cleveland
Union Representative	Valerie Rogers
High School Teacher	Ann Murray
Middle School Teacher	Grace Gramaglia
Elementary School Teacher	Alexis Annucci
Data Coordinator	Robin Gallo
Parent	Judy Anderson

- 11.4 Motion to approve the following High School Winter Athletic Coaches and Volunteers for the 2012-2013 school year:

<b>POSITION</b>	<b>NAME</b>	<b>STEP</b>	<b>STIPEND</b>
HS Head Boys Basketball	Phil Recco	4	\$7,991*
HS Assistant Boys Basketball	Shaun Lyons	4	\$5,865*
HS Head Girls Basketball	Deboney Braithwaite	2	\$7,732*
HS Assistant Girls Basketball	Staci Minuskin	2	\$5,606*
HS Head Wrestling	Albert Smith	4	\$7,421*
HS Assistant Wrestling	Steve Bower	2	\$5,340*
HS Head Bowling	Sal Principe	4	\$5,395*

\*pending negotiations

Volunteers:

Basketball – Larry Peterson, Jim Maguire

Wrestling – Pete Christathakis, Jose Hernandez

Bowling – Paul Peacock

- 11.5 Motion to approve the following Central School Winter athletic coaches for the 2012-2013 school year:

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING    OCTOBER 17, 2012  
MINUTES**

POSITION	NAME	STEP	STIPEND
CS Boys Basketball	Robert Stetz	4	\$5,480*
CS Girls Basketball	Amy Ullrich	2	\$5,222*
CS Cheer	TBD	1	\$4,242*

\*pending negotiations

- 11.6 Motion to approve the following per diem athletic assignments for the 2012-2013 school year:

POSITION	NAME	RATE
Clock Operator	Barrett Oxley	\$35 Per Contest
Crowd Control	James Wesley	\$35 Per Contest
Crowd Control	Nick Christathakis	\$35 Per Contest
Tickets	Michelle Cannizzaro	\$35 Per Contest
Trainer	Dominick Amoroso	\$75 Per Event
Trainer	Marleen Perez	\$75 Per Event
Crowd Control	Val Rogers	\$35 Single Game \$52.50 Per Double
Clock Operator	Pete Miller	\$35 Single Game \$52.50 Per Double

- 11.7 Motion to approve the following individuals for the KCS Academic Enrichment Program for the 2012-2013 school year at the rate of \$35 per hour, not to exceed \$1,500 per person (20-232-100-101-11-000):

Name	Position	Grades
Michelle Santoro	After School Language Arts Instructor	2-3
Nicole May	After School Language Arts Instructor	4-5
Michelle Lehman	After School Language Arts Instructor	6-7
Marie Denardo	After School Math Instructor	2-3
Amanda Moore	After School Math Instructor	4-5
Amanda Andrews	After School Math Instructor	6-7

- 11.8 Motion to approve the following individuals for the KHS Academic Enrichment Program for the 2012-2013 school year at the rate of \$35 per hour, not to exceed \$1,500 per person (20-232-100-101-11-000):

Name	Position	Grade
Stephen Slater	After School Math Instructor	8
Christina Egan	After School Language Arts Instructor	8

- 11.9 Motion to approve Samuel Cabellero as a Substitute Custodian for the 2012-2013 school year at the rate of \$11 per hour.

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING    OCTOBER 17, 2012  
MINUTES**

11.10 Motion to approve Shannon Kelly to do no less than 4 hours of observation at Keyport High School for an Educational Psychology class at Brookdale Community College under the direction of Michael Waters, Keyport High School Principal.

11.11 Motion to approve Erin Kilroy to do no less than 30 hours of observation at Keyport High School for a Social Work Degree at Monmouth University under the direction of Michael Waters, Keyport High School Principal.

11.12 Motion to approve the following candidates as substitute teachers for the 2012-2013 school year at the prevailing rate of pay:

Group I

Donna Falloon\*            Wagner College (1994)  
Elementary School Teacher

Michelle Gagliardi\*    Seton Hall  
CEAS Elementary School Teacher K-5  
CEAS Teacher of Students with Disabilities

Megan Mintee\*            TCNJ (2011)  
Provisional Elementary School Teacher K-5  
Provisional Teacher of Students with Disabilities

Maureen McGreevy\*    Fordham (1998)  
Teacher of Comprehensive Business  
Teacher of Marketing Education

Daniel Morris             BA Morgan State (1971)  
Teacher of the Handicapped

\*pending completion of paperwork

11.13 Motion to approve Anthony DePasquale, Director of Guidance, as the mentor for Jennifer Eckert, SAC for the 2012-2013 school year.

11.14 Motion to rescind the action taken at the September 19, 2012, meeting (Resolution 11.3) and to accept the resignation of Kimberly Rosas, Literacy Coach, effective October 8, 2012.

11.15 Motion to accept the resignation of Vanessa Sisk as the High School Cheerleading Coach effective November 30, 2012.

<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>REGULAR MEETING – OCTOBER 17, 2012</b>  <b>MINUTES</b></p>
---

11.16 Motion to approve the following 2012-2013 Proposed Quantitative and Qualitative Merit Goals for Lisa Savoia, Superintendent:

2012-2013 Proposed Quantitative Merit Goals	3.33% Compensation per Goal	\$4,373
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1. Advanced Placement Scores
  - There will be an increase in the number of students that score a 3 or better on the English Composition Grade 11 and English Literature Grade 12 advanced placement tests sponsored by College Board.
    - 70% score 3 or better would yield \$4,373
    - 60% score 3 or better would yield \$2,915
    - 50% score 3 or better would yield \$1,457
  
2. NJASK 6
  - Tying directly to our LA initiatives in Grade 6 student growth percentile on the NJASK in LA will be higher for students in like schools.
    - 5% increase \$4,373
    - 4% increase \$2,915
    - 3% increase \$1,457
  
3. Common Core Standards
  - The Superintendent of Schools (Chief School Administrator) will successfully complete certification as a “Black Belt” of the Common Core Standards by August 2013. This certification will assist with the district’s curricular alignment to the rigor of the new standards and ensure that all students are college and career ready upon graduation.

2012-2013 Proposed Qualitative Merit Goals	2.5% Compensation per Goal	\$3,283
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4. Grade 8
  - Develop an action plan to restructure Keyport Schools with the first priority being relocating the 8th grade to Central School.

11.17 Motion to approve Laura Godlesky as Language Arts Supervisor for the 2012-2013 school year, effective December 15, 2012, or sooner if she is released from her current contract. Salary: Supervisors’ Guide, Step 2, at \$89,233 (prorated, pending negotiations). Salary to be funded by NCLB Title 1.

11.18 Motion to approve Amanda Lewert to do no less than 50 hours of an internship with the Keyport Public Schools, for an Educational Leadership Program at Seton Hall University, under the direction of Melissa Jones.

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING – OCTOBER 17, 2012  
MINUTES**

11.19 Motion to approve Jane Wilczak as a Media Specialist for the 2012-2013 school year, once a week at a per diem rate of \$368.55, not to exceed \$10,000 per year.

11.20 Motion to accept, with regret, the retirement of Ms. Mary Hill, School Psychologist, effective January 1, 2013.

Motion to approve 11.1 to 11.20 was made by Ms. King-Cote, seconded by Mrs. Malinconico.

On a roll call, eight (8) members voted yes to motions 11.1 to 11.13 and 11.15 to 11.20.

On a roll call, seven (7) members voted yes to motion 11.14. Ms. Durkin voted no.

**12.0 Old Business – None**

**13.0 New Business – None**

**14.0 Public Participation**

- Jim Pollard, 231 Atlantic Street, spoke of a transportation issue.

**15.0 Adjournment to Executive Session (TIME: 8:34 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 October 17, 2012, to discuss
  - Personnel
  - Finance
  - Student Issue
- 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: Ms. Durkin

SECOND: Mrs. Malinconico

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING    OCTOBER 17, 2012  
MINUTES**

**16.0 Return to Open Session (TIME: 9:21 p.m.)**

MOTION: Ms. Durkin

SECOND: Ms. King-Cote

**17.0 Adjournment**

- 17.1 Upon motion by Mrs. Panzarelli, seconded by Mrs. Malinconico, the meeting was adjourned at 9:22 p.m.

Respectfully Submitted,

Joseph J. Marra  
Board Secretary/  
Business Administrator

JJM:bi