

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING OCTOBER 7, 2015
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 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. Biagianti	Mrs. Kenny, UB Rep.* (absent)
Mr. Bright	Ms. King-Cote, Vice Pres.
Mrs. DeGracia (absent)	Mrs. Malinconico, President
Mrs. Fox	Mrs. Panzarelli
Mr. Henning	Mr. White (arr. 7:33 p.m.)

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 – Administration Presentation

District administration presented on district data and district goals.

3.0 Communications – Dr. Savoia

4.0 President’s Remarks

- Mrs. Malinconico mentioned negotiations is moving along.
- Mrs. Malinconico stated there is no movement or plan to move away from the Red Raider as a mascot.

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5.0 Public Participation – Agenda Items

- Mr. White asked about the Community Resource Center.
- Mr. Bright recommended holding additional FAFSA nights.

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

7.0 Board Secretary’s Report – Mr. Rapolla

- The Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan documenting “required” maintenance activities for each of its public school facilities. This would include things such as painting, water proofing, replacing frames, plaster, piping, installation, all inspections, repairs and service work of all systems and equipment.
- There are a few member that still need to complete a mandatory training. Mr. Bright and Mrs. DeGracia should have received an email today with information on that.

7.1 Motion to approve the following minutes:

September 16, 2015 Regular Minutes

7.2 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.

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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.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

- The PreK playground contractor has stated that our materials are in. His plan was to install this past weekend but could not because of the weather. As of 5:30pm this evening, they confirmed October 8th as the start date.
- Included in the board packet is a breakdown of costs and vendors for the field projects at Jackson Street and Central School.

8.2 Use of Facilities

9.0 Finance

9.1 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, 2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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

9.3 Motion to approve bills for the month of October 2015 in the amount of \$TBD and supplemental bills for September in the amount of \$TBD.

9.4 Motion to approve the transfer of funds for the month of October as follows:

From	To	Amount
11-000-240-340-11-00-000 Stdnt Inf Tech Comp Cons	11-000-240-800-07-00-000 Administration Prof Dues (Adj 11)	\$1,770

9.5 Motion to rescind motion 8.6 on the September 16, 2015, agenda to approve the Extended School Year Program for Student #7830250236 to attend Bancroft, for July and August, in the amount of \$9,388.

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BE IT FURTHER MOVED to approve the following motion:

Motion to approve the Extended School Year Program for Student #7830250236 to attend Bancroft, for July and August, in the amount of \$15,020 (includes \$5,632 aide).

- 9.6 Motion to rescind the following out of district tuition for the 2015-2016 school year (motion 8.10 on July 17, 2015):

Search Day Program	Student 2900941894	\$68,176
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BE IT FURTHER MOVED to approve the following out of district tuition for the 2015-2016 school year:

Search Day Program	Student 2900941894	\$86,905 (incl. aide)
Matawan-Aberdeen Reg	Student 4787471332	\$24,954

- 9.7 Motion to accept the following out of district students to attend Keyport school district for the 2015-2016 school year; tuition to be paid by their resident district as follows:

	<u>Resident district</u>		<u>Cost</u>
Student 3981189884	Asbury Park	Gr 1-5	\$14,434
Student 3839133577	Jersey City	PreK	\$12,648
Student 5944910816		Gr 1-5	\$14,434
Student 3839133577		Gr 9-12	\$14,928

- 9.8 Motion to approve the cost of 2015 ESY transportation routes through MOESC in the amount of \$27,049.
- 9.9 Motion to approve Keyport Central School to apply for a biodiversity grant through the NJEA.

Mr. Biaganti recommended voting on 9.9 so that the grant can be applied for.

A motion was made by Mr. Henning, seconded by Ms. King-Cote to move item 9.9 and carried by a unanimous roll call vote of 8-0.

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:

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Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Cleveland, Denise	10/22 & 10/23/15	2015 FEANJSP/NJASCD Fall Conference	Long Branch, NJ/80	\$285
Goldsmith, Nicole	11/19/15	Rutgers Gifted Education	New Brunswick, NJ/0	\$175
Reash, Jean	10/7-10/8/15	SLE Training OSHA	Edison, NJ/32	\$243
Reash, Jean	10/13-10/15/15	SLE Training OSHA	Edison, NJ/32	\$331
Savoia, Lisa	9/15, 1/12 & 5/4/16	NJASA One Day Seminar Series	Monroe, NJ/175	\$501
Stazzone, Jackie	11/17/15	Librarians: Lifeguards of the Information Ocean	Long Branch, NJ/40	\$163

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

10.2 Motion to accept the September 2015 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Fire Drill	All staff & students	9/22 @ 1:00 p.m.
Keyport High School	Lockdown Drill	All staff & students	9/4 @ 9:00 a.m.
Central School	Fire Drill	All staff & students	9/16 @ 10:00 a.m.
Central School	Lockdown Drill	All staff & students	9/22 @ 9:30 a.m.

10.3 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>
September 2015	Central	0	0
September 2015	KHS	3	1

10.4 Motion to approve the Guidance Department Community Resource Academy to operate every other Thursday evening from October 15, 2015, to May 26, 2016.

10.5 Motion to approve the following schools trips for the 2015-2016 school year:

KHS Drama Club Trip	Finding Neverland Broadway NYC
KCS Drama Club Trip	Finding Neverland Broadway NYC

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11.0 Personnel

- 11.1 Motion to approve Tracy Lockwood as Part-time Confidential Secretary in the Board Office for the 2015-2016 school year at a salary of \$17,819.50 (pro-rated) effective October 5, 2015.
- 11.2 Motion to extend Chelsea Addeo’s Leave Replacement for Candice Reggio from December 23, 2015, through March 4, 2016, at a salary of \$50,244 (pro-rated), BA, Step 1.
- 11.3 Motion to approve the following Title I After-School Programs to run October 26, 2015, through May 19, 2016, at the rate of \$35 per hour to be funded from NCLB Title I and III.

<u>Grade</u>	<u>Days</u>	<u>Staff</u>
K/1 Enrichment	Tuesdays	Kelly Ring
2nd Grade	Tuesdays and Thursdays	Chelsea Addeo
3rd Grade	Tuesdays and Thursdays	Alexis Marinos
4th/5th ELA	Tuesdays	Melanie Stroud
4th/5th Math	Thursdays	Tiffany Rowald
6th - 8th ELA	Tuesdays	Jennifer Torchia
6th - 8th Math	Thursdays	Krista Bartolone
Wilson Reading Intervention	Mondays and Wednesdays	Tamme Manganelli
Achieve 3000	Wednesdays	Lindsay Ulrich
ESL K/1	Tuesdays	Brittney Penson
2nd and 3rd ESL	Tuesdays and Thursdays	Wilbett Anshelewitz
4th - 8th ESL	Tuesdays and Thursdays	MaryAnn Ricca
KHS Achieve3000	Mondays	Erica Wesley

- 11.4 Motion to approve Marie Portee and Kelly Castellano to work the Title I Family Literacy Nights on October 11, 2015, February 24, 2016, and May 18, 2016, for a total of 6 hours each, at the rate of \$35 per hour, not to exceed \$210, to be funded from NCLB funds.
- 11.5 Motion to approve Alexis Marinos and Cynthia Deily to work the Title I Family Math Nights on October 28, 2015, January 20, 2016, and May 18, 2016, for a total of 6 hours each, at the rate of \$35 per hour, not to exceed \$210, to be funded from NCLB funds.
- 11.6 Motion to approve Kim Guccione and Wilbett Anshelewitz to lead cultural nights two times per year, for a total of four hours each, at the rate of \$35 per hour, not to exceed \$140, to be funded from NCLB funds.

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- 11.7 Motion to approve the following teachers for their preparation and presentation at the After School Professional Development Academy at the rate of \$20 per hour for preparation and \$35 per hour for presentation (2 hours total per session) to be paid from Title 2A funds:

<u>Teacher</u>	<u>Presentation/Date/Location</u>	<u>Compensation</u>
Grace Gramaglia	Achieve3000 / 9/16/15 / CS	\$55 (\$35 + \$20)
Lisa Wallin	Google Classroom / 9/24/15 / CS	\$55 (\$35 + \$20)
	Google Classroom / 9/29/15 / KHS	\$55 (\$35 + \$20)
	Google Grading / 9/30/15 / KHS	\$55 (\$35 + \$20)
	Google Grading / 10/6/15 / CS	\$55 (\$35 + \$20)
	Google Forms / 10/7/15/ KHS	\$55 (\$35 + \$20)
	Google Forms / 10/8/15 / CS	\$55 (\$35 + \$20)
	TOTAL: \$330.00	
Amanda Andrews	Genesis Lesson Planner / 9/22/15 / CS	\$55 (\$35 + \$20)

- 11.8 Motion to approve Erin Leach, Fairleigh Dickinson University Student, to complete 100 hours of a counseling internship with the KHS Guidance Department during the Fall 2015 semester.
- 11.9 Motion to rescind the appointment of Marissa Khachaturian as Central School Art Club Advisor for the 2015-2016 school year, motion 10.5 on the May 20, 2015, agenda.

BE IT FURTHER MOVED to approve Daniel Morelos as Advisor for the Central School Art Club for the 2015-2016 school year at a stipend of \$758.

- 11.10 Motion to rescind the action taken at the July 15, 2015 meeting (Resolution 10.4) to approve Candice Reggio's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

9/2/15 – 9/16/15	Sick Days
9/17/15 – 12/10/15	12 weeks FMLA leave for your own medical condition
12/11/15 – 12/23/15	2 weeks of NJFLA leave to care for your newborn

BE IT FURTHER MOVED to approve Candice Reggio's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

9/2/15 to 9/17/15	Ten (10) paid sick days for pregnancy-related disability
9/18/15 to 11/9/15	Seven (7) weeks of FMLA leave for pregnancy-related disability
11/9/15	Anticipated due date

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11/9/15 to 12/7/15	Four (4) weeks of FMLA leave for pregnancy-related disability (presumed four (4) week disability period)
12/8/15 to 12/14/15	One (1) week of remaining FMLA leave, concurrently designated as NJFLA leave, for bonding with newly-born child
12/15/15 to 12/25/15	Two (2) weeks of NJFLA leave for bonding with newly-born child
12/28/15 to 1/1/16	School closed for Winter Recess
1/4/16 to 3/4/16	Remaining nine (9) weeks of NJFLA leave for bonding with newly-born child
3/7/16	Return to work

11.11 Motion to approve request by Eileen Gonzalez, Central School Aide, for a FMLA leave from September 3, 2015, through December 4, 2015. Mrs. Gonzalez will return to work on December 7, 2015.

11.12 Motion to approve the following substitute athletic per diem positions for the fall of 2015.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Deboney Braithwaite	Clock Operator	\$35 per game
	Crowd Control	\$52.50 per game
	Chain Crew	\$50 per game
Staci Minuskin	Clock Operator	\$35 per game
	Crowd Control	\$52.50 per game
	Chain Crew	\$50 per game
Liz Maher	Clock Operator	\$35 per game
	Crowd Control	\$52.50 per game
	Chain Crew	\$50 per game
Andrea DeToro	Clock Operator	\$35 per game
	Crowd Control	\$52.50 per game
	Chain Crew	\$50 per game
Kyle Keelen	Clock Operator	\$35 per game
	Crowd Control	\$52.50 per game
	Chain Crew	\$50 per game

12.0 Policy

12.1 Motion to approve the following regulation for the first reading to be attached to the minutes:

R7510 Use of School Facilities

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13.0 Old Business

- Discussion as to whether a student that chose to attend a county school be allowed to participate in Keyport Drama Club if the county school offers a similar program.
- Board members discussed how to increase student participation in the band. It was suggested to introduce instruments to students at a younger age.

14.0 New Business

Mr. Henning asked about a possible rain date for KHS graduation to allow the ceremony to be outside.

15.0 Public Participation

- Cerelle White, 90 Fulton Street, stated the Board should bring Keyport College students back to speak to the Board about their experiences.
- Mrs. Staeger, 428 Main Street, asked about “Monday Updates” from Honeywell. Mrs. Staeger also stated she was happy to hear there are no plans to switch or adjust the school mascot.

16.0 There was no Executive Session

17.0 Adjournment

- 17.1 Upon motion by Ms. King-Cote, seconded by Mrs. Panzarelli, the meeting was adjourned at 8:56 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi