

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING SEPTEMBER 10, 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 advertised in the Asbury Park Press and The Independent newspapers on August 9, 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(absent)	Ms. King-Cote
Ms. Burke(arrived 7:40PM)	Mrs. Malinconico, President
Mr. Cooper(absent)	Mrs. Panzarelli
Ms. Durkin, UB Rep.*	Mr. White

Also in attendance Jodi Howlett, Board Attorney.

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

2.0 Presentations – Maschio’s Presentation

Chris Traks, Regional Supervisor for Maschios Food Service provided a brief presentation of the Food Service that they provide to the Keyport Board of Education and Keyport students. Mrs. Traks noted that the participation rate for Keyport High School students is 54% and 53% for the Keyport Central School. This is a high percentage as compared to many schools which Maschios provides service for. Mrs. Traks explained the derivation of the school lunch rate based on a rate provided by the State. Mrs. Traks addressed the food offered to students in grades 6-8. The issue of purchasing bottled water was raised. Mrs. Traks stated

<p style="text-align:center">KEYPORT BOARD OF EDUCATION WORKSHOP MEETING SEPTEMBER 10, 2014 MINUTES</p>
--

that a water fountain is required to be near the food service. Offering bottled water is not part of the NJ Department of Agriculture National School Lunch program. At this time, Board member Mrs. Panzarelli asked whether Maschios surveys the students about the food offering. Ms. Evelyn King-Cote asked whether first grader students are given the same portions as the eighth grade students.

3.0 Communications – Mrs. Savoia

4.0 Public Participation – Agenda Items

Theresa Greenburg, Keyport, asked about the cleanliness of the playground and fields.

5.0 Superintendent and Other Reports

5.1. Superintendent’s Report – Mrs. Savoia

5.2. Student Council Representative Report

Mrs. Savoia reported on the following topics:

- the NCLB audit findings
- paying out Title 3 funds
- Race to the Top and Purchase Orders
- Full detailed inventory of NCLB products
- The Business Administrator, Mr. McManu,s will re-do the Standard Operating Procedure manual

At this time, Mrs. Savoia gave a presentation of the History of Employment at Keyport Public Schools. A copy of the PowerPoint presentation is attached as part of the minutes. Following the presentation the following questions were asked and topics were addressed:

Board Member Mr. White

- went over a review of reasons why people left the district
- inquired about assignment dissatisfaction
- inquired about performance issues
- inquired whether there were any reasons why people were not reporting actual reasons why people are leaving the district

Board Member Mr. Henning stated

- the district is not a revolving door as Mr. McNamara says
- a teacher cannot grieve transfers

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING SEPTEMBER 10, 2014
MINUTES**

Board Member Ms. Burke stated

- my concern is the instability of placements and constant transfers
- she stated her concern is whether the transfers are hurting students
- she inquired about whether transfers are made only because of certifications
- she stated the lack of stability is because of the constant changes

Board Member Mr. White asked whether the administration takes into account where a teacher wants to be placed.

Board President Mrs. Malinconico stated that “maybe this is not the revolving door we think it is”.

At this time Ms. Burke expressed her satisfaction with the completion of the bathroom renovation project.

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:

August 13, 2014	Workshop & Closed Session
August 20, 2014	Regular Meeting & Closed Session
September 2, 2014	Special Meeting & Closed Session

8.0 Buildings & Grounds – Mr. McManus

- 8.1 Facilities Update
- 8.2 Use of Facilities

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING SEPTEMBER 10, 2014 MINUTES</p>
--

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 July 31, 2014, 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 July which is in agreement.
- 9.3 Motion to approve bills for the month of September 2014 in the amount of \$TBD and supplemental bills for August 2014 in the amount of \$TBD.
- 9.4 Motion to approve the transfer of funds (attachment).
- 9.5 Motion to approve a donation in the amount of \$10,500 from the KCS PTO to be used towards KCS class trips.
- 9.6 Motion to approve the cost of the educational portion of a residentially placed student, # 202302373 at Bancroft, for \$50,727.
- 9.7 Motion to approve the Monumental Life Insurance Company as provider of Student Accident Insurance effective August 1, 2014, through July 31, 2015, at a rate of \$36,406.
- 9.8 Motion that the Board approve the withdrawal of \$186,061 from Maintenance Reserve for the 2014-2015 school year into the following Maintenance Accounts in accordance with the district Comprehensive Maintenance Plan:

11-000-263-610-11	Care of Grounds-Athletic Field Rehabilitation	\$186,061
-------------------	---	-----------

- 9.9 Motion to approve the IDEA Final Report and Carryover from the 2013-2014 school year for use in the 2014-2015 school year in the amounts below:

IDEA Basic	\$ TBD
IDEA Preschool	\$ TBD

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING SEPTEMBER 10, 2014 MINUTES

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:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Andrews, Amanda	12/5/14	Train the Trainer Gr 6-8	Monroe Twp., NJ/59	\$217
Finch, Kimberly	10/25/14	Assessment for ELLS	Galloway, NJ/155	\$114
Gramaglia, Grace	10/9/14	Train the Trainer Gr 6-8	Monroe Twp., NJ/59	\$217
Khachaturian, Marisa	10/6-10/7/14	AENJ Yearly Conference & Hands on Education Wkshp	Long Branch, NJ/40	\$158
Lloyd, Lauren	12/5/14	Train the Trainer Gr 3-5	Monroe Twp., NJ/59	\$217
Santoro, Michele	10/9/14	Train the Trainer Gr 3-5	Monroe Twp., NJ/59	\$217
Stazzone, Jackie	10/26-10/27/14	Taking Charge of Your Destiny	Long Branch, NJ/42	\$148

10.2 Motion to approve the July 2014 Security Drill Reports as follows:

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Keyport High School	Bomb Threat	All staff & students	7/17/14 1:00 p.m.
Keyport High School	Fire Drill	All staff & students	7/22/14 11:45 a.m.
Keyport Central School	Fire Drill	All staff & students	7/14/14 9:00 a.m.
Keyport Central School	Lockdown Drill	All staff & students	7/15/14 9:30 a.m.

10.3 Motion to approve the Guidance Department Community Resource Lab to operate every other Thursday evening from October 2, 2014 to June 4, 2015.

10.4 Motion to approve the following Title I After-School Programs to run October 6, 2014, through May 21, 2015, at the rate of \$35 per hour, to be funded from NCLB Title I and III:

- | | |
|------------------------------------|--------------------------------------|
| K/1 Enrichment - Tuesdays | 6th-8th Math - Thursdays |
| 2nd Grade - Tuesdays and Thursdays | ACHIEVE 3000 - Wednesdays |
| 3rd Grade - Tuesdays and Thursdays | ESL K-3rd - Tuesdays |
| 4th/5th ELA - Tuesdays | ESL 4th-8th - Tuesdays and Thursdays |
| 4th/5th Math - Thursdays | KHS ACHIEVE 3000 - Mondays |
| 6th-8th ELA - Tuesdays | |

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING SEPTEMBER 10, 2014 MINUTES</p>
--

- 10.5 Motion to approve the following members of the 2014-2015 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
Early Childhood Education Teacher	Alexa Annucci
Data Coordinator	Robin Gallo

- 10.6 Motion to approve the following members of the 2014-2015 SciP Team:

Ilene Clayman	Jim Rasmussen
---------------	---------------

- 10.7 Motion to approve the New Jersey QSAC Statement of Assurance (SOA) for the 2014-2015 school year for the Keyport School District.

11.0 Personnel

- 11.1 Motion to accept the resignation of Valerie Rogers as Central School Student Council Advisor effective September 1, 2014.

- 11.2 Motion to accept the resignation of Kristen Corsale as High School Freshman Class advisor effective September 1, 2014.

- 11.3 Motion to rescind the action taken at the June 25, 2014, meeting (Resolution 12.3) to appoint Alissa Francisco as HS Field Hockey Coach for the 2014-2015 school year. Stipend: \$7,709.

BE IT FURTHER MOVED to appoint Alissa Francisco as the Central School Field Hockey Coach for the 2014-2015 school year. Stipend: \$5,535

- 11.4 Motion to rescind the action taken at the June 25, 2014, meeting (Resolution 12.3) to approve the appointment of Valerie Rogers as Central School Field Hockey Coach for the 2014-2015 school year. Stipend: \$5,535.

BE IT FURTHER MOVED to appoint Valerie Rogers as the Head Field Hockey Coach for the 2014-2015 school year. Stipend: \$7,709.

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING SEPTEMBER 10, 2014 MINUTES</p>
--

- 11.5 Motion to approve the following staff members and their salaries, to be funded from NCLB Title I 2014-2015 Funds:

Marie Portee, Central School, Academic Enrichment Teacher, fully funded - \$57,181

Kelly Castellano, Central School, Academic Enrichment Teacher, fully funded - \$51,464

Kelly Milnicsuk, Central School, Academic Enrichment Teacher, fully funded - \$50,244

Christina Egan, Keyport High School, Freshman Seminar Teacher, partially funded - \$27,475

Kyle Keelen, Keyport High School, Algebra Enrichment Teacher, partially funded - \$25,620

*salaries to be adjusted pending negotiations

- 11.6 Motion to approve the following teachers to serve as mentor teachers for the 2014-2015 school year. Stipend: \$550. The novice teacher will be responsible for paying the mentor stipend:

<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>
Alyssa Buttacavole	CS	2nd Grade Teacher	Margaret Burgener
Matthew Masiello		Speech Language Specialist	Carol Dec

- 11.7 Motion to approve the following teachers to serve as mentor teachers for the 2014-2015 school year. Stipend: \$250 to be paid out of Title IIA funds:

<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>
Marissa Khachaturian	CS	Art Teacher	Nicole Goldsmith
Tiffany Rowald	CS	4th Grade Math Teacher	Cassandra Murphy

- 11.8 Motion to approve Matthew Masiello as Speech Language Specialist for the 2014-2015 school year effective September 11, 2014, at a salary of \$53,956, MA Step 1.

<p style="text-align:center">KEYPORT BOARD OF EDUCATION WORKSHOP MEETING SEPTEMBER 10, 2014 MINUTES</p>
--

11.9 Motion to approve the following Keyport Public Schools Winter Coaching positions for the 2014-2015 school year:

HS Boys Basketball	HS Boys & Girls	CS Boys Basketball
HS Boys Assistant Basketball	Bowling	CS Girls Basketball
HS Girls Basketball	HS Wrestling	CS Wrestling
HS Girls Assistant Basketball	HS Assistant Wrestling	
	CS Cheerleading	

A motion was made to move items 11.1 through 11.9 by Mr. Henning and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 8-0.

12.0 Policy

12.1 Motion to approve the Uniform State Memorandum of Agreement between the Keyport Public Schools and the Keyport Police Department for the 2014-2015 school year as on file in the Superintendent's Office.

13.0 Old Business

At this time, Board Member Mr. Henning expressed that he was doing lunch duty at his school and the Food Service Management Company was offering Sweat Potato Fries to their students with the ultimate attempt to be within the caloric and nutritional requirements of the National School Lunch Program. He said while the students were required to take the fries, no one was eating them. Mrs. Panzarelli requested that the students be given more choice. Board member Ms. Durkin stated that there should be a suggestion box with the lunch calendar.

14.0 New Business

There was a reminder to all Board members that the Wednesday, September 17, 2014, Keyport Board of Education Meeting will start at 6:30 p.m..

15.0 Public Participation

Laura Vaughn, Pershing Place, Keyport stated there was a problem with the parent portal in Genesis.

16.0 Executive Session –

There was no Executive Session this evening.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING SEPTEMBER 10, 2014
MINUTES**

17.0 Adjournment

- 17.1 Upon motion by Mr. White, seconded by Mrs. Panzarelli, the meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi