

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING SEPTEMBER 17, 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 September 11, 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(absent)	Mr. Henning, Vice Pres.
Mr. Bright(arrived at 6:32PM)	Ms. King-Cote (absent)
Ms. Burke	Mrs. Malinconico, President
Mr. Cooper	Mrs. Panzarelli (absent)
Ms. Durkin, UB Rep.*(left at 6:50PM- did not vote)	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

4.0 Public Participation – Agenda Items

There was no Visitors Business at this time.

5.0 Superintendent and Other Reports

5.1. Superintendent’s Report – Mrs. Savoia

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Mrs. Savoia discussed the following topics:

- The upcoming Community Day is scheduled for October 11, 2014.
- The district has received 501c attainment for the Foundation Account
- Security Drills have been done
- Cross walks have not been painted
- The district is looking into the use of the playground, usage and cost of a gate
- The district will be pursuing whether the new playground is subject to municipal ordinances

5.2. Student Council Representative Report-Shayna Grandon,

Student Council Representative to the Board was introduced by Faculty Advisor, Mr. Keelen and Ms. Grandon stated that her goal is that the Student Council has an open line of support to the Board of Education. She said she is looking forward to getting involved in different events. She stated that the Keyport 5K is this weekend.

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

Mr. McManus covered three topics:

- 1) He stated the audit is scheduled to start by September 29th at the latest
- 2) He stated that the cafeteria collection adjustment request for the 2013-2014 school year will be less than last year but the ultimate goal is to reduce the adjustment number below \$1,000 for the 2014-2015 school

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year. An overriding issue is the applications for free and reduced lunches, which is up so far this year.

- 3) He stated that at the end of the last Board Meeting, there was constructive discussion on the use of facility policy. The district has made and will continue to make a significant investment in buildings & grounds. He stated he saw the need to review the policy for use of grounds. Superintendent Savoia and Board President Mrs. Malinconico agreed. Given that the October 15th meeting should be taken up by student test scores and presentations from RYLA students, Board President Malinconico recommended the discussion on facility use and maintenance be addressed at the October 22, 2014, Board Meeting.

8.0 Buildings & Grounds – Mr. McManus

- 8.1 Facilities Update
- 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 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 \$1,007,629.11 and supplemental bills for August 2014 in the amount of \$87,481.88 and September 2014 in the amount of \$77,058.99.
- 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 deposited in the Keyport Student Activity Account for the purpose of supporting KCS class trips.
- 9.6 Motion to approve the cost of the educational portion of a residentially placed student, # 202302373 at Bancroft, for \$50,728.
- 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.

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

Title I	\$ 29,716
Title II	\$ 193
Title III	\$ 7,694

- 9.10 Motion to approve the following out of district tuitions for the 2014-2015 school year:

Rancocas Valley HS	Student 6675265610	\$13,714
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- 9.11 Motion to approve the cost of airfare in the amount of \$243 for Mr. Edward McManus to attend ASBO annual meeting in Kissimmee, Florida . Attendance, hotel, taxi and meals were previously approved at the June 25, 2014, board meeting, motion 10.31, in the amount of \$1,250) The total trip cost to be approved is \$1,500.

- 9.12 Motion to approve an agreement between Keyport School District and Liberty Healthcare Services to provide staffing for nursing services to the Keyport School District for the 2014–2015 school year at the rate of \$250 per day.

- 9.13 Motion to approve the following expenses for the Superintendent, Business Administrator and Board Members to attend the NJSBA Workshop in Atlantic City on October 28-30, 2014. Lodging to be at a convention affiliated hotel at a rate of \$94 per night/per person. Attendance at the workshop was approved on June 25, 2014, (Item 10.30). Participant reimbursement for expenses up the following amounts:

<u>Participant:</u>	<u>Cost per Participant:</u>	<u>Maximum Cost:</u>
Mrs. Lisa Savoia	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Edward McManus	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Joseph Biagianti	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Peter Henning	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42

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Ms. Evelyn King-Cote	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mrs. Elena Malinconico	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Courtney White	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42

A motion was made to move items 7.1 through 9.13 by Mr. White and seconded by Mr. Henning and carried by a unanimous roll call vote of 6-0.

10.0 Curriculum

- 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 July 31, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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
Jones, Melissa	11/20/14	Institute on Expanded Learning 2014	Princeton, NJ/67	\$170
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
Murray, Ann	12/5/14	Train the Trainer HS	MonroeTwp., NJ/59	\$217
Santoro, Michele	10/9/14	Train the Trainer Gr 3-5	Monroe Twp., NJ/59	\$217
Savoia, Lisa	11/20/14	Institute on Expanded Learning 2014	Princeton, NJ/67	\$170
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.

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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, from 6 p.m. to 8 p.m.

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	

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

10.8 Motion to approve the review of findings and submission of a corrective action plan resulting from an audit of ESEA and IDEA during the period of 7/1/12 to 11/22/13.

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10.9 Motion to approve the following class trips for the 2014-2015 school year:

HS -Teen Summit	Centra State, Freehold, NJ - Lifeline Students
Key Club	Six Flags
KHS Science	Georgian Court University
KHS Environmental Science Class	Meadowlands Environmental Center
8th Grade	Poetry Slam – Lincoln Center & Nuyurican Café G&T
8th Grade	PAC Englewood, NJ/Chamber Theatre Production
8 th Grade Safety Patrol/ Builders’ Club	Great Adventure
7th Grade	Music & Movies Convocation – Middletown Arts Center G&T
6th Grade G&T	Space @ Middletown Arts Center & Ocean Township
5th Grade	Fine Arts – Middletown Arts Center & Newark Art Museum G&T
4th Grade	Building-Middletown Arts Center & Storming Robots G&T
3rd Grade G&T	Service Animals – Chariot Riders & Monmouth Park
2nd Grade	TBD
1st Grade	TBD
Kindergarten	TBD
PreK	TBD

10.10 Motion to approve the following Professional Development and travel related items for Edward McManus - 5 Training Session at NJASBO @ \$225, monthly MCASBO meetings and quarterly NJSBAIG meetings.

A motion was made to move item 10.1 through 10.10 by Mr. Henning and seconded by Mr. Cooper and carried by a unanimous roll call vote of 6-0.

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11.0 Personnel

11.1 Motion to approve Larry Peterson as HS Hall Monitor for the 2014-2015 school year at a salary of \$19,143.

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

Group II

Catherine Przybylski* 60+ credits

*pending completion of paperwork

11.3 Motion to rescind action taken at the September 10, 2014, meeting (Resolution 11.6) to approve the following teacher to serve as mentor teacher 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>
Matthew Masiello		Speech Language Specialist	Carol Dec

BE IT FURTHER MOVED to appoint the following teachers to serve as mentor teachers for the 2014-2015 school year. 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>	<u>Stipend</u>
Jennifer Yeung	CS	Technology Teacher	Amanda Andrews	\$550
Matthew Masiello		Speech Language Specialist	Carol Dec	n/a

11.4 Motion to adjust contract and salary for James Rasmussen, HS History Teacher, from BA+30 Step 5 at a salary of \$57,382 to MA Step 5 at a salary of \$59,238 for the 2014-2015 school year.

11.5 Motion to approve the following teacher to serve as mentor teacher for the 2014-2015 school year. Stipend: \$550 to be paid out of Title IIA funds.

<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>
Candace Reggio	CS	2nd Grade	Lauren Stone

11.6 Motion to approve the Fall 2014 Athletic per diem positions:

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James Wesley	Clock Operator Announcer Crowd Control Chain Crew	\$35 per game \$52.50 per game \$35 per game \$50 per game
Staci Minuskin	Clock Operator	\$35 per game
Phil Recco	Crowd Control Chain Crew	\$52.50 per game \$50 per game
Larry Peterson	Crowd Control Chain Crew	\$52.50 per game \$50 per game
Barrett Oxley	Crowd Control	\$52.50 per game
Marleen Perez	Trainer	\$75 per game
Keith Killea	Film/Video Volunteer Football Coach	\$50 per game n/a
Michelle Cannizzaro	Ticket Taker	\$52.50 per game
Mike Cannizzaro	Ticket Taker	\$52.50 per game

- 11.7 Motion to approve Dawn Racioppi as the Community Resource Lab Staff Member from October 2, 2014, through June 4, 2015, at a rate of \$35.00 per hour (not to exceed \$1,330) .

A motion was made to move items 11.1 through 11.7 by Mr. Henning and seconded by Mr. White and carried by a unanimous roll call vote of 6-0.

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.

A motion to move item 12.1 was made by Mr. Henning and seconded by Mr. Bright and carried by a unanimous roll call vote of 6-0.

13.0 Old Business-

Mrs. Malinconico brought up a cafeteria item regarding two different menus being presented to students and their posting on the web site. Mr. McManus clarified this issue by stating that there is a special menu for pre-k students which happened to be for chicken nuggets and that the regular menu was for a chicken club sandwich.

At this time Board Member Mr. Henning emphasized that the most important aspect of providing lunch is to support the academic achievement of the students.

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14.0 New Business-

At this time Board Member Mr. White brought up his concern about a respiratory virus that is spreading in various states throughout the USA and was wondering whether the school nurses have been aware of his concerns.

Board Member Mr. Bright brought up the issue of assuring that there are hand sanitizers available to students.

15.0 Public Participation-

Mr. Ed McNamara, Maple Lane had the following inquiries:

- are both libraries staffed at the Central School and the High School
- he was interested when the free & reduced student count would become available to the public
- he requested a copy of the athletic field upgrade proposal
- he requested a copy of the presentation last week provided by Mrs. Savoia regarding staffing at Keyport Schools

16.0 Adjournment to Executive Session --

There was no Executive Session this evening.

17.0 Adjournment

17.1 Upon motion by Mr. Henning, seconded by Ms. Burke, the meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi