

**KEYPORT BOARD OF EDUCATION
ADJOURNED MEETING JUNE 27, 2012
AGENDA**

1.0 Opening Procedures

- 1.1 Call to Order
- 1.2 Flag Salute
- 1.3. Moment of Silence: John Matarese, Custodian.
- 1.4 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.

- 1.5 Roll Call

Mr. Biagianti, Vice Pres.	Mr. Henning, President
Mr. Bright	Ms. King-Cote
Ms. Burke	Ms. Knudsen
Mr. Cooper	Mrs. Malinconico
Ms. Durkin, UB Rep.*	Mrs. Panzarelli

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

2.0 Presentations –

- 1. Project Based Learning by Mr. James Wesley
- 2. New Web Site Overview by Mr. Christopher Gander
- 3. Telephone System Conversion by Mr. Christopher Gander

3.0 Communications – Mrs. Savoia

- 3.1. Ms. Florence Bonny submitted her letter of retirement on June 18, 2012. Resolution 9.6.

4.0 Public Participation – Agenda Items

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5.0 Superintendent and Other Reports

- 5.1. Superintendent's Report – Mrs. Savoia

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. Marra

- 7.1. Motion to approve the following minutes:

May 16, 2012	Workshop Meeting
May 23, 2012	Regular Meeting
June 13, 2012	Adjourned Meeting

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

Policy 2361	Acceptable Use of Computer Networks/Computers
Regulation 2361	Computers and Resources

Policy 5460	High School Graduation
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Policy 2624	Grading System
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8.0 Buildings & Grounds – Mr. Marra

- 8.1 Facilities Update
- 8.2 Use of Facilities
- 8.3 Motion to approve submission of a Security Drill Statement of Assurance for 2011-2012 pursuant to 18A:41-1, certifying that all requirements have been met relating to the practicing of school security drills.

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9.0 Finance

9.1 Secretary's Report

9.1.1 Financial Information:

Interest, May	\$ 362.99
Year to date	\$ 3,496.20
Cafeteria Report, May	\$ 1,014.27
Year to date	\$12,786.06

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 of June 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 Report of the Secretary to the Board of Education (A-148) and Treasurer of Schools Report (A-149) for the month of May which is in agreement and which shall be ratified by the Keyport Board of Education and shown as an addendum to the minutes of June 27, 2012.

9.4 Motion to approve bills for June 27, 2012, in the amount of \$166,719.03 and supplemental bills for June in the amount of \$243.96.

Be it further moved that the Keyport Board of Education approve payment of an addendum to the June bill list pending approval of the appointed Board Member of the Finance Committee in the amount not to exceed \$600,000 and it shall be shown as an addendum to the minutes of June 27, 2012.

9.5 Motion to authorize the School Business Administrator to make all necessary account transfers within the 2011-2012 school budget to close out the year and pay necessary bills with authorization of the president.

9.6 Motion to authorize payment of bills over the summer prior to the meeting scheduled on August 8, 2012 with authorization of the president.

9.7 Motion to approve the transfer of funds for the 2011-2012 school year as follows:

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From	To	Amount
11-000-270-514-11-00-000 Con Service Special Ed	11-000-270-518-11-01-000 Contracted Special Joint (Adj 153)	\$10,000
11-402-100-600-01-04-000 Boys Track Supplies	11-402-100-500-01-02-000 Game Security Person Fee (Adj 158)	\$79
11-130-100-101-02-02-000 Gr 6-8 Teacher Salaries	11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries (Adj 160)	\$44,265.57
11-130-100-101-02-02-000 Gr 6-8 Teacher Salaries	11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries (Adj 161)	\$10,000
11-240-100-101-11-00-000 Bilingual Salaries	11-230-100-101-11-00-000 Salaries of BSI Teachers (Adj 162)	\$1,925

9.8 Motion to approve the following resolution:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Keyport Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into capital reserve and debt service reserve account at year end, and

WHEREAS, the Keyport Board of Education has determined that an amount not to exceed \$500,000 is available for such purpose of transfer, and

NOW THEREFORE BE IT RESOLVED by the Keyport Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

9.9 Motion to approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

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WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Keyport Board of Education wishes to deposit anticipated excess current revenues and/or unexpended appropriations into an Emergency Reserve account at year end, and

WHEREAS, the Keyport Board of Education has determined that up to \$50,000 is available for such purposes to transfer,

NOW THEREFORE BE IT RESOLVED by the Keyport Board of Education that it hereby authorizes the District's School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

- 9.10 Motion to approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Keyport Board of Education wishes to deposit anticipated excess current revenues and/or unexpended appropriations into a Maintenance Reserve account at year end, and

WHEREAS, the Keyport Board of Education has determined that up to 200,000 is available for such purposes to transfer,

NOW THEREFORE BE IT RESOLVED by the Keyport Board of Education that it hereby authorizes the District's School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

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- 9.11 Motion to approve G. R. Murray Insurance as Broker of Record for the 2012-2013 school year in accordance with the following schedule:

Multi-Peril Package, Automobile, Environmental	\$49,410
School District Legal Liability	\$21,083
Catastrophe Excess 50,000,000 aggregate	\$5,084
Workers Compensation	\$126,982
Supplemental Wage Reimbursement	\$2,707
Bond- Bd Secy/SBA (\$222,908)	\$734
Total	\$205,400

- 9.12 Motion to approve Brown and Brown, Inc., Lambertville, NJ as Broker of Record for Employee Insurance for the 2012-2013 school year in accordance with the following schedule:

<u>Medical</u>	<u>Carrier</u>	<u>Cost/Month</u>
Single	Horizon	\$ 612.94
Husband/Wife	Horizon	\$1,407.49
Family	Horizon	\$1,645.24
Parent/Child	Horizon	\$ 941.54
<u>Prescription</u>		
Single	Horizon	\$ 203.46
Husband/Wife	Horizon	\$ 457.80
Family	Horizon	\$ 508.69
Parent/Child	Horizon	\$ 284.84
<u>Dental</u>	<u>Carrier</u>	<u>Cost/Month</u>
One Party	Delta Dental	\$ 40.73
Two Party	Delta Dental	\$ 71.50
Three Party	Delta Dental	\$ 128.50
<u>Vision</u>	<u>Carrier</u>	<u>Cost/Month</u>
All categories	United Health	\$ 19.90
<u>Long Term Disability</u>		
Base Rate	UNUM	\$ 4.22

- 9.13 Motion to approve the prevailing rate of pay for police coverage at Keyport School District events for the 2012-2013 school year in accordance with the Security Officer Registration Act.

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9.14 Motion to void an outdated check over six months old in accordance with board policy as follows:

<u>Check No.</u>	<u>Amount</u>
18661	\$219.40

9.15 Motion to approve a contract between the Keyport Board of Education and Source4Teachers, LLC for the 2012-2013 school year to provide substitute teachers as needed. Daily rate: \$133.95 full day and \$70.10 half day and one time technology fee - \$500.

9.16 Motion to approve NJ Commission for the Blind and Visually Impaired to provide Level 1 Services for student 4567379203 for the 2012-2013 school year at a cost of \$1,700.

9.17 Motion to approve agreement with Penn Center Systems Mealsplus Food Service Management Software at a total cost up to \$3,330 for 2012-2013, thereafter \$700 per year.

10.0 Curriculum

10.1 Motion to approve the following course offerings for Central School and Keyport High School for the 2012-2013 school year:

Central School

Grades PreK-2

Mathematics
 Language Arts/Reading
 Health/Physical Education
 Social Studies
 Science
 Vocal Music
 Art
 Technology
 Spanish
 Library Science/Literacy
 Through The Arts
 Instrumental/Vocal Music

Science
 Vocal Music
 Instrumental Music
 Spanish
 Technology
 Library Science/Literacy
 Through The Arts
 Art

Grades 6-7

Mathematics
 Language Arts/Reading
 Health/Physical Education
 Instrumental Music
 Spanish
 Technology
 Library Science/Literacy
 Through The Arts
 Art

Grades 3,4,5

Mathematics
 Language Arts/Reading
 Health/Physical Education
 Social Studies

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Social Studies
 Science

Title I (K-7)
 English as a Second Language
 (K-7)
 Gifted and Talented

Special Programs

Keyport High School

8th Grade

English/Literature 8
 English/Literature 8 (Honors)
 English as a Second Language I
 English as a Second Language II
 English as a Second Language III
 Language Arts Lab 8
 Basic Computer Applications
 French Introduction
 Spanish Introduction
 Algebra 1 (Honors)
 Pre-Algebra 8
 Math Lab 8
 Health/Physical Education
 Integrated Science
 Integrated Science (Honors)
 World History 8
 World History 8 (Honors)
 Band
 Chorus
 Art

Digital Tools and Web 2.0
 Concepts
 Advanced Desktop Publishing
 (Raiders
 Ink)

COMPUTER TECHNOLOGY
 ELECTIVES

Computer Science I
 Computer Science II
 Computer Science III
 Technological Security

CONSUMER FAMILY AND
 LIFE SKILLS ELECTIVES

Culinary Arts I
 Culinary Arts II
 Culinary Arts III
 Culinary Arts IV
 Early Childhood Development
 Fashion Design I
 Fashion Design II

BUSINESS/TECHNOLOGY
 ELECTIVES

21st Century Accounting
 Advanced 21st Century
 Accounting
 Law for Business and Personal
 Use
 Business and Economic Literacy
 Web Media Literacy I
 Web Media Literacy II
 Senior Career Seminar
 College Seminar
 Desktop Publishing

ENGLISH

Freshman Seminar
 Creative Writing/Public
 Speaking
 English I
 English I Honors
 English II
 English II Honors
 English III
 AP Language and Composition
 11
 English IV

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AP Literature and Language 12
HSPA English
AHSA English
ENGLISH AS A SECOND
LANGUAGE
Levels 1, 2, 3, Support

ENGLISH ELECTIVES

Drama I
Drama II
Journalism

HEALTH & PHYSICAL
EDUCATION

Driver's Education 10
Emergency Medical Technician
12 (Option II)
Physical Education/Health 9-12

MATHEMATICS

Algebra IA
Algebra IB
Algebra II
Algebra II (Honors)
Geometry
Geometry (Honors)
HSPA Math
AHSA Math
Financial Literacy

MATHEMATICS ELECTIVES

Calculus
AP Calculus
Pre Calculus
Pre Calculus (Honors)

SCIENCE DEPARTMENT

Biology Lab
Biology Lab (Honors)
Chemistry Lab
Chemistry Lab (Honors)

SCIENCE ELECTIVES

Physics Lab
Environmental Science Lab
Advanced Biology Lab
AP Physics
AP Biology
Anatomy & Physiology

SOCIAL STUDIES

DEPARTMENT

US History I
US History I (Honors)
US History II
World History 9
World History (Honors) 9

SOCIAL STUDIES

ELECTIVES

AP US History
Criminology
Media and Society I and II
Sociology
Economics
Psychology

VISUAL/PERFORMING/INDU
STRIAL ARTS

Art I
Art II
Art III
Art IV

PERFORMING ARTS

Instrumental Music I, II, III, IV
Vocal Music I, II, III, IV
Music Appreciation

WORLD LANGUAGE

French I, II, III, IV, V
Spanish I, II, III, IV, V

VIRTUAL HIGH SCHOOL

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

Date	School	Incidents Reported	HIB
May 2012	Central School	0	0
May 2012	High School	0	0
June 2012	Central School	2	0
June 2012	High School	0	0

11.0 Personnel

- 11.1 Motion to authorize Superintendent of Schools, Lisa Savoia, to tender offers of employment prior to board meeting on August 8, 2012, to fill staffing vacancies in a timely manner.
- 11.2 Motion to rehire Superintendent of Schools Lisa Savoia for the 2012-2013 school year (July 1, 2012 through June 30, 2013) at \$131,325 plus merit pay to be determined at a later date, per the terms of her Agreement with the Keyport Board of Education (July 1, 2011 – June 30, 2016).
- 11.3 Motion to approve the following aides and paraprofessionals for July 1, 2012, through June 30, 2013, school year; salary to be adjusted upon completion of collective bargaining negotiations, if applicable:

AIDES	SPECIAL EDUCATION		SALARY
CARD, RUSSELL	PERSONAL AIDE/KCS		15,181
CLOWNEY, PAULINE	PERSONAL AIDE/KCS		15,181
DE VINCENZO, NANCY	P/T LL/D/KCS		8,680
KAMPER, MARISEL	LL/D/KCS		15,181
LUPO, GAIL	P/T PERSONAL AIDE/KCS		8,680
STUMPF, CHARLENE	PERSONAL AIDE/KCS		15,181

AIDES	KINDERGARTEN		SALARY
APPLEGATE, KELLY	P/T AIDE, K/KCS		8,680
BRADY-LEONARD, J.	P/T AIDE, KCS		8,680
MARTIN, HEIDI	P/T AIDE, K/KCS		8,680
SCHANCK, NANCY	P/T AIDE, K/KCS		8,680

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AIDES	PRE-K		
BALLETTA, DEBORAH	P/T AIDE, PK/KCS		8,680
GONZALEZ, EILEEN	AIDE PK/KCS		15,180
LAGARRA, MELISSA	P/T AIDE, PK/KCS		8,680
MEAD, VICTORIA	P/T AIDE, PK/KCS		8,680
MORALES, JASMIN	AIDE, PK/KCS		15,180

PARA PROFESSIONAL	LOCATION		SALARY
OSTERMAN, PATRICIA	KCS		18,958
WOJEWODZKI, VICKI	KCS		18,958

- 11.4 Motion to approve Steven Breen as a Custodian for the 2012-2013 school year, effective July 1, 2012, Step 1, \$30,761 pending negotiations.
- 11.5 Motion to approve Thomas Evancho as High School Social Studies teacher for the 2012-2013 school year, effective September 1, 2012, Step 1 BA, \$48,010 pending negotiations.
- 11.6 Motion to accept, with regret, the retirement of Florence Bonny, Guidance Secretary, effective September 1, 2012.
- 11.7 Motion to approve the following teachers for summer curriculum development (11-000-221-104-11-000):

Name	Hours	Rate	Not to Exceed
Amanda Hubbard	10	\$35	\$350
Erica Wesley	10	\$35	\$350
Kimberly Rosas	10	\$35	\$350
Susan Jala	10	\$35	\$350
Dawn Racioppi	10	\$35	\$350
Vanessa Sisk	10	\$35	\$350
Lauren Lloyd	10	\$35	\$350
Amy Mantino	10	\$35	\$350
Joe Gabriel	10	\$35	\$350
Christina Egan	10	\$35	\$350
Deboney Braithwaite	10	\$35	\$350
Lillian Romanentz	20	\$35	\$700

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- 11.8 Motion to approve the following teachers to work the summer bridge and enrichment program at KHS from July 23, 2012 to August 3, 2012 from 9:00 a.m. to 12:00 p.m. at the rate of \$35.00 per hour (NCLB Title 20-234):

Christina Egan Erica Wesley Henry Young*

*pending criminal history review

- 11.9 Motion, per recommendation of the Superintendent, to approve the following job descriptions:

Video Production Club TV Production Coordinator	Custodian Building and Grounds Supervisor
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- 11.10 Motion to approve Amy Rodriguez as a student teacher in Central School for the Fall 2012 semester through Monmouth University. The cooperating teachers will be Michelle Santoro and Ron Burgess.

- 11.11 Motion to approve the following Fall Athletic Coaches, Per Diem Assignments and Volunteers for the 2012-2013 school year (11-402):

Fall Athletic Coaches

Position	Name	Step	Stipend
Cheerleading, HS	TBD		
Cross Country, HS	Kate Medero	1	*5,820
Cross Country, CS	Robert Stetz	4	*5,480
Field Hockey, Assistant	Deboney Braithwaite	4	*5,598
Field Hockey, CS	Valerie Rogers	4	*5,480
Field Hockey, HS	Sal Principe	4	*7,633
Football, Assistant	Kyle Keelen	2	*5,703
Football, Assistant	Steve Bower	2	*5,703
Football, Assistant	Jay Graham	4	*5,962
Football, Assistant	Nick Christathakis	4	*5,962
Football, Assistant	John Paczkowski	1	*5,574
Football	Mike Ciccotelli	4	*8,240
Summer Fitness Supervisor	Mike Ciccotelli	N/A	*1,600
1 st Semester Fitness Center	Dominick Amoroso	N/A	*1,600

*Pending Negotiations

Per Diem Athletic Assignments

Position	Name	Rate Per Event
Football Announcer	James Wesley	52.50
Crowd Control/		52.50

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Chain Crew	James Wesley	50.00
Crowd Control/ Chain Crew	Phil Recco	52.50 50.00
Crowd Control/ Chain Crew	Larry Peterson	52.50 50.00
Crowd Control/ Chain Crew	Shaun Lyons	52.50 50.00
Crowd Control	Barrett Oxley	52.50
Ticket Taker	Michelle Cannizzarro	52.50
Ticket Taker	Mike Cannizzarro	52.50
Clock Operator Field Hockey	Staci Minuskin	35.00
Trainer	Marleen Perez	As Per Contract
Trainer	Dominick Amoroso	As Per Contract

Volunteers

Position	Name
Soccer, CS Girls	Jeanne Cataldo
Soccer, CS Girls	Amy Ullrich
Soccer, CS Boys	Joe Gabriel
Football	Efrain Cabrera
Football	Ezra Hill
Football	Jimmy Maguire
Football	John Kemp
Football	Pete Miller
Football	Jose Hernandez
Football	Brian Brady
Football	Dominick Amoroso
Field Hockey	Megan Flynn

- 11.12 Motion to approve Peter Miller as Central School Physical Education teacher for the 2012-2013 school year, Step 1 BA, \$48,010 effective September 1, 2012, pending negotiations.
- 11.13 Motion to approve Lesley Webster Guttman as Central School Kindergarten teacher for the 2012-2013 school year, Step 1 BA+30, \$49,760 effective September 1, 2012, pending negotiations.
- 11.14 Motion to approve Alison DeLucca as Central School PreK teacher for the 2012-2013 school year, Step 1, BA, \$48,010 effective September 1, 2012, pending negotiations. (Fund 20)

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12.0 Old Business

13.0 New Business

14.0 Public Participation

15.0 Adjournment to Executive Session (TIME:)

14.1 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 June 27, 2012, 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 may be taken upon return to Open Session.

MOTION:

SECOND:

16.0 Return to Open Session (TIME: _____)

17.0 Adjournment