

KEYPORT BOARD OF EDUCATION REGULAR MEETING MAY 23, 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. Henning, President
Ms. Burke	Ms. Knudsen (absent)
Mr. Cooper	Mrs. Malinconico
Ms. King-Cote	Mrs. Panzarelli
Ms. Durkin, UB Rep.*	

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 Presentation – None

3.0 Communications – Mrs. Savoia

3.1. Mr. Scott Modzelewski, High School Physical Education/Health Teacher, submitted his letter of resignation on May 9, 2012, effective June 30, 2012. Resolution 11.2 under Personnel.

3.2. Mr. Daniel Smith, Board Member, submitted his letter of resignation on May 11, 2012, effective immediately. Resolution 7.2 under Board Secretary’s Office.

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- 3.3. Mr. Pablo Rodriguez, Custodian, submitted his letter of retirement on April 24, 2012, effective July 1, 2012. Resolution 11.3 under Personnel.
- 3.4. Ms. Erin Mulligan-Pierre, Director of Curriculum and Instruction, submitted her letter of resignation on May 17, 2012. Resolution 11.12 under Personnel.
- 3.5. Ms. Elaine Neary, Central School Aide, submitted her letter of retirement on May 17, 2012, effective July 1, 2012. Resolution 11.13 under Personnel.

4.0 Public Participation – Agenda Items

- 4.1. There was no public participation.

5.0 Superintendent and Other Reports

- 5.1. Superintendent’s Report – Mrs. Savoia
 - Blood Drive will be held tomorrow at High School.
 - Central School Graduation is June 13 and High School Graduation is June 14.
 - All testing has been concluded, including AP testing.
 - Congratulations to the Class of 2013 -- HESPA scores comparing Junior student scores to Junior student scores has increased in both Language Arts and Math.
 - High School is adopting a new grading policy in June as well as increasing the amount of credits required to graduate.
 - Congratulations to High School baseball and softball teams, both girls and boys both won their first games yesterday.
 - Mr. Ciccotelli, Head Football Coach, will be introduced as 15th inductee to Elite Shore Conference Football Hall of Fame.
 - Mrs. Savoia will reach out to the personnel committee to schedule interviews for the vacant position on the Board.

- 5.2. Student Council Representative Report – available at regular meeting

6.0 Committee Reports

- 6.1 Buildings & Grounds/Safety & Security/Recycling
- 6.2 Community Relations/Foundation
- 6.3 Curriculum
- 6.4 Finance/Negotiations

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- 6.5 MCSBA/Legislative
- 6.6 Personnel
- 6.7 Policy
- 6.8 Special Education Liaison

7.0 Board Secretary's Office – Mr. Marra

Mr. Marra reminded the candidates interested in running for the Board that petitions are due June 5 and spoke about the open position on the Board.

- 7.1. Motion to approve the following minutes:

April 25, 2012 Regular Meeting

- 7.2. Motion to accept the resignation of Mr. Daniel Smith, Board Member, effective immediately.

Motion to approve 7.1 to 7.2 was made by Mrs. Malinconico, seconded by Ms. King-Cote.

On a roll call, eight (8) members voted yes.
Ms. Knudsen was not present.

8.0 Buildings & Grounds – Mr. Marra

- 8.1 Facilities Update

- 8.2 Use of Facilities

- 8.2.1. Motion to approve a request from Keyport Recreation to use the Central School All Purpose Room, Gymnasium, Playground and Bathrooms beginning Monday, July 2, 2012, through Friday, August 3, 2012, from 9 a.m. to 1 p.m. for summer camp.

- 8.2.2. Motion to approve a request from Brite Futures Learning Center to use the Keyport Central School All Purpose Room on Thursday, June 21, 2012, from 5:30 p.m. to 8 p.m. for their graduation ceremony.

Fee: \$237.50 facility & \$140 custodians = \$377.50
Updated Certificate of Insurance is required

Motion to approve 8.2.1 to 8.2.2 was made by Ms. King-Cote, seconded by Mrs. Panzarelli.

On a roll call, eight (8) members voted yes.
Ms. Knudsen was not present.

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9.0 Finance

Mr. Marra discussed the following:

- The phone conversion is underway and should be implemented by July 1, 2012.
- Mr. Marra advised that RFPs for food service companies were received and will be discussed at the next meeting.

9.1 Secretary's Report

9.1.1 Financial Information:

Interest, April	\$ 289.03
Year to date	\$ 3,133.21
Cafeteria Report, April	\$ 1,707.40
Year to date	\$11,771.79

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 May 31, 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 April which is in agreement and which shall be ratified by the Keyport Board of Education and shown as an addendum to the minutes of May 23, 2012.

9.4 Motion to approve bills for the month of May 2012 in the amount of \$321,868.46 and supplemental bills for May in the amount of \$3,410.

9.5 Motion to approve the transfer of funds as follows:

From	To	Amount
20-250-100-106-11-00-000 IDEA PS 10-11 (\$1,015)	20-250-100-101-11-00-000 IDEA PS 10-11 (Adj 106)	\$1,594.62
20-250-200-104-11-00-000 IDEA PS Sal 10-11 (\$331.86)		
20-250-200-200-11-00-000 IDEA PS Ben 10-11 (\$247.76)		

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20-254-100-300-00-00-000 Purch Profess IDEA PS 09	20-254-100-101-11-00-000 IDEA PS Summ Sal c/o S-J (Adj 107)	\$1,633.00
20-250-100-101-11-00-000 IDEA PS 10-11	20-250-200-200-1-00-000 IDEA PS Ben 10-11 (Adj 108)	\$340.00
20-253-100-600-08-00-000 IDEA PSH Sup 11-12 (\$250)	20-253-100-300-08-00-000 DEA PS 11-12 (Adj 109)	\$480.00
20-253-200-600-08-00-000 IDEA PS Sup 11-12 (\$230)		
20-252-100-600-08-00-000 IDEA B Cop 11-12	20-252-100-600-08-00-000 IDEA B Sup 11-12 (Adj 110)	\$150.00
11-219-100-101-11-00-000 Hi Staff Sal Spec	11-219-100-320-07-00-000 HI Consul Spec Ed (Adj 111)	\$375.00
11-000-213-320-07-00-000 School Physician	11-000-213-300-11-01-000 Physicals	\$1,000
11-120-100-101-02-03-000 Gr 1-5 Detention	11-120-100-101-02-05-000 Breakfast Monitor (Adj 112)	\$500
11-000-252-340-09-03-000 Technology Upgrade	11-000-252-600-09-00-000 Distr Tech Netwrk Softwr (Adj 113)	\$267.52
11-000-251-592-05-01-000 Business Off Adv. Exp (\$500)	11-000-251-100-05-00-000 Sal Business Adminstr (Adj 114)	\$2,250.00
11-000-251-592-07-00-000 Printing Expenses (\$500)		
11-000-251-610-05-00-000 Business Adm Office Supp (\$750)		
11-000-251-890-05-00-000 Business Offc Misc Exp (\$500)		
11-190-100-610-01-19-000 High Sch Bus Ed Supplies (\$1,500)	11-190-100-610-01-24-000 High School Tech Suppl. (Adj 115)	\$13,339.12
11-190-100-610-01-21-000 High Sch Arts Supplies (\$2,000)		

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11-190-100-640-01-00-000 High Sch Textbooks (\$4,688.85)		
11-190-100-640-02-00-000 Cent Sch Textbooks (\$4,140.27)		
11-000-230-339-05-03-000 Appraisal Fees	11-000-230-530-11-00-000 Telephone (Adj 116)	\$300.00
20-234-200-500-14-00-000 Oth Pur Svc Tit 1 11-12	20-234-200-500-14-00-000 Oth Pur Svc Tit 1 11-12 (Adj 117)	\$675.00
20-234-200-300-13-01-000 Pur Pro Ser Tit 1 11-12 (\$750)	20-234-200-600-13-00-000 Sup & Mat Titl 1 11-12 (Adj 118)	\$851.00
20-234-200-300-13-02-000 Purch Serv Tit 1 11-12 (\$101)		
20-234-100-300-14-00-000 Prof Services T 1 11-12 (42,501)	20-234-100-101-11-01-000 Salaries Title 1 11-12	\$21,534
	20-234-100-600-13-00-000 Gen Supplies Tit 1 11-12	\$19,319
	20-234-200-200-11-00-000 Benefits Tit 1 11-12	\$1,648
20-234-200-600-13-00-000 Sup & Mat Tit 1 11-12	20-234-200-500-14-000 Oth Pur Svc Tit 1 11-12 (Adj 122)	\$2,676
11-000-251-592-07-00-000 Printing Expenses	11-000-251-610-05-00-000 Business Adm Office Supp (Adj 127)	\$200
11-000-217-106-02-00-000 Personal Aides Salary	11-000-217-320-02-00-000 Purch Prof CS (Adj 128)	\$1,200
11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries	11-190-100-610-01-24-000 High School Tech Suppl (Adj 129)	\$12,000
11-000-221-102-11-01-000 Director Curriculum Sal	11-000-222-100-11-00-000 Salaries Tech Supervisor (Adj 130)	\$2,486.80

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11-000-222-300-07-01-000 AV Repairs (1,564)	11-000-222-100-11-00-000 Salaries Tech Supervisor (Adj 131)	\$4,182
11-000-222-600-01-01-000 HS Library Supplies (\$1,348)		
11-190-100-530-11-00-000 High Sch Internet Fees (\$1,270)		

- 9.6 Motion to approve an agreement with E-Rate Partners, Cicero NY, for professional E-Rate Consulting Services for Priority 1 Telecommunications and Internet Services for Funding Year 2013 (July 1, 2013, through June 30, 2014, at a cost of \$2,600.

This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because such law permits agreements for such service without bidding.

- 9.7 Motion to approve a service agreement with Johnson Controls for the 2012-2013 school year to service pneumatic controls, and heating computer at a cost of \$45,041 (11-000-261-420-11-02-000).

This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because such law permits agreements for such service without bidding.

- 9.8 Motion to approve the following transportation contract renewals for the 2012-2013 school year:

<u>Unlimited Autos</u>	<u>Route #0879 KCS</u>
\$ 172.40 per diem x 212 days =	\$36,105.72
+ \$45 x 212 days for aide =	<u>\$ 9,540.00</u>
	\$45,645.72 Total (12 months)

No increase (0%)

<u>R. Helfrich & Sons Corp.</u>	<u>Route #2005 Career Ctr.</u>
\$203.32 per diem x 180 days =	\$36,597.60

Increase in accordance with CPI (1.89%)

- 9.9 Motion to approve for the 2012-2013 school year, Coastal Learning Center, Inc., does not have to charge the families for meals provided and Coastal Learning Center, Inc., does not have to apply for reimbursement from the Child Nutrition Program.

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9.10 Motion to approve the following 2012 ESY out of district tuitions:

Collier Project Eco	Student 2900941894	\$ 5,030 (incl. personal aide)
	Student 3730399763 (UB)	\$ 3,450
	Student 8606749727	\$ 5,030 (incl. personal aide)
Collier Jet Program	Student 9692494450	\$ 3,450
	Student 3328340433 (UB)	\$ 3,450
CPC High Point	Student 9792068474 (UB)	\$ 8,500
	Student 3138898803	\$ 8,500
	Student 5653132669	\$ 8,500
Children's Center of Monmouth County	Student 2236565095	\$10,497.24
	Student 2001196010	\$10,497.24
Harbor School	Student 8518215955	\$ 5,390.88
	Student 4848923757 (UB)	\$ 7,351.14
Hawkswood School	Student 1454536179 (UB)	\$ 8,934.30
	Student 1719130762	\$ 8,934.30
Somerset Hills	Student 5697290870	\$11,910

9.11 Motion to approve the following tax payment schedule for the school year 2012-2013:

Current Expense	\$8,291,418
Debt Service	<u>\$ 202,565</u>
	\$8,493,983
<u>For July to December 2012 –</u>	
Six Tax Payments in the amount of	\$707,832
<u>For January to May 2013 –</u>	
Five Tax Payments in the amount of	\$707,831
and Final Payment for June 2013 in the amount of	\$707,836

9.12 Motion to approve the breakfast and lunch prices for the school year 2012-2013 as follows:

	<u>Paid</u>	<u>Reduced</u>
High School Lunch	\$2.25 (\$2.00)	\$.40
Central School Lunch	\$2.15 (\$1.90)	\$.40
H. S. & C.S. Breakfast	\$1.00	\$.30
Snack Milk	\$.30 (.25)	n/a
Adult Lunch both schools	\$2.75 (\$2.50)	n/a
Adult Breakfast both schools	\$2.20 (\$1.95)	n/a

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9.13 Motion to approve the following awards for graduation 2012:

<u>Award</u>	<u>School</u>	<u>Amount</u>
Dino Lambros Award	KHS	\$2,000
Fritz Gooseman Award	KHS	\$25
Fritz Gooseman Award	KCS	\$25
Jane Jones Award	KHS	\$200
Juracky Award	KHS	\$500
Prager Award	KHS	\$200
Rotary Award	KHS	\$500
Will Hayes Award	KHS	\$150
Elizabeth Walling Perseverance Award	KHS	\$500
Ira De Shields Memorial Award	KHS	\$250
Leon & Norinne Schanck Award	KHS	\$300

9.14 Motion to approve the attendance of the Keyport Board of Education, as well as Superintendent Lisa Savoia and Business Administrator Joseph Marra at the NJSBA Workshop 2012. Workshop is scheduled for October 23, 2012, through October 25, for a total group registration cost of \$900. Lodging to be at convention affiliated hotel at \$96 per night. Total actual number of lodging nights yet to be determined. Travel and meal reimbursement to adhere to current travel legislation.

9.15 Motion to approve the following resolution:

The Keyport Board of Education certifies that permission has been granted to apply for funds to support implementation of the Anti-Bullying Bill of Rights Act for the purposes described in the application in the amount of \$1,295 starting on July 1, 2011, and ending on June 30, 2012. The filing of this application was authorized at the Board of Education meeting held on May 16, 2012.

9.16 Motion to appoint a board attorney to provide necessary professional legal services to the Keyport Board of Education for the period July 1, 2012, to June 30, 2013.

Whereas, the Board of Education authorized the Business Administrator, Joseph Marra, to prepare, advertise and receive Request for Proposals for board attorney.

Whereas, the Business Administrator received Request for Proposals from the following firms:

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Kenney, Gross, Kovats & Parton	Red Bank, NJ
Cleary, Giacobbe, Alfieri & Jacobs	Matawan, NJ
David B. Rubin, P.C.	Metuchen, NJ
Stein & Supsie	Forked River, NJ
Schwartz Simon Edelstein	Whippany, NJ
ASG&L, LLC	Newark, NJ
Lenox Law Firm	Trenton, NJ
Herold Law	Warren, NJ
McOmber & McOmber	Red Bank, NJ
Schenck, Price, Smith & King	Florham Park, NJ
Machado Law Group, LLC	Westfield, NJ

Whereas, a select committee of board members and administrators were charged with interviewing the following five firms, as recommended by the superintendent:

Cleary, Giacobbe, Alfieri & Jacobs	McOmber & McOmber
ASG&L, LLC	Schwartz Simon Edelstein
Lenox Law Firm	

Motion to appoint Cleary, Giacobbe, Alfieri & Jacobs as board attorney for the period of July 1, 2012, to June 30, 2013, at a fee of \$150 per hour.

9.17 Motion to appoint Cleary, Giacobbe, Alfieri & Jacobs as special labor counsel for the period of May 16, 2012, through June 30, 2012, at a fee of \$150 per hour.

9.18 Motion to approve one nonresident student #7788901886 to attend Keyport High School on a part-time basis at a cost of \$7,780.50 for the 2012-2013 school year to be paid by the Matawan school district.

Motion to approve 9.1 to 9.18 was made by Ms. King-Cote, seconded by Mrs. Malinconico.

On a roll call, seven (7) members voted yes to 9.1 to 9.9 and 9.11 to 9.18.
Ms. Knudsen was absent

On a roll call, six (6) members voted yes to 9.10.
Mr. Henning abstained on 9.10 and Ms. Knudsen was absent.

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
Gander, Chris	5/15/12	Facilitating the Mobile Device Revolution	Iselin, NJ/30	\$ 9.30
Piotrowski, Robert	6/8/12	NJ Coalition for Financial Education	Martinsville, NJ/59	\$ 18.11
Zacchia, Theresa	6/20/12	DSM-5: Revolutionizing Diagnosis & Treatment	Edison, NJ/93	\$118.76

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

- 10.2 Motion to submit the 2012-2013 Professional Development Plan.
- 10.3 Motion to approve the following curriculum:
 - Anatomy and Physiology
 - Introduction to Technology Literacy 8th Grade
 - 21st Century Accounting
- 10.4 Motion to approve the attached 2012-2013 Calendar (revised 5/14/12).
- 10.5 Motion to accept the Harassment, Intimidation and Bullying (HIB) incident reports as follows:

Date	School	Incidents Reported	HIB Incidents
April 2012	Central School	1	1
April 2012	High School	1	0

Motion to approve 10.1 to 10.5 was made by Ms. King-Cote, seconded by Mrs. Malinconico.

On a roll call, eight (8) members voted yes.
Ms. Knudsen was not present.

11.0 Personnel

- 11.1 Motion to approve the attached revised merit bonus criteria for 2011-2012 school year for Lisa Savoia, Superintendent of Schools (copy of previous goals attached).
- 11.2 Motion to accept the resignation of Mr. Scott Modzelewski, High School Physical Education/Health Teacher, effective June 30, 2012.
- 11.3 Motion to accept, with regret, the retirement of Pablo Rodriguez, Custodian, effective July 1, 2012.

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11.4 Motion, as per recommendation of the Superintendent, to place Jane Wilczak on unpaid Medical Leave from May 4, 2012, through June 14, 2012.

11.5 Motion to approve the following teachers for the Central School Summer School Program for Grades 6 -8 (funded by NCLB Title 1):

Doug Chudzik	Up to \$1,540
Stephen Galgon	Up to \$1,540
Grace Gramaglia	Up to \$1,540
Substitute:	Krista Anderson

11.6 Motion to approve the following Athletic Per Diem Assignments for the 2012-2013 school year:

High School

Football:

Crowd Control	\$52.50 per varsity game
Ticket Taker	\$52.50 per varsity game
Announcer	\$52.50 per varsity game
Chain Crew	\$50.00 per JV or Freshman game

Field Hockey:

Crowd Control	\$35.00 per game
Clock Operator	\$35.00 per game

Basketball:

Crowd Control	\$35.00 per game
Ticket Taker	\$35.00 per game
Clock Operator	\$35.00 per game

Wrestling:

Crowd Control	\$35.00 per match
Ticket Taker	\$35.00 per match
Clock Operator	\$35.00 per match

Softball/Baseball:

Crowd Control	\$35.00 per game
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Central School

Field Hockey:

Crowd Control	\$35.00 per game
Clock Operator	\$35.00 per game

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High School

Head Football	Head Bowling	Head Baseball
Assistant Football	Head Boys Basketball	Assistant Baseball
Head Field Hockey	Assistant Boys Basketball	Head Softball
Assistant Field Hockey	Head Girls Basketball	Assistant Softball
Head Cross Country	Assistant Girls Basketball	Head Track
Head Cheerleading	Head Wrestling	Assistant Track
Assistant Cheerleading	Assistant Wrestling	

Summer Fitness Room Supervisor
 Fall Fitness Room Supervisor
 Spring Fitness Room Supervisor
 Winter Adult Fitness Room Supervisor
 Spring Adult Fitness Room Supervisor

Central School

Head Field Hockey	Head Cheerleading	<u>Club Position (non-stipend)</u>
Head Cross Country	Head Baseball	Boys Soccer
Head Boys Basketball	Head Softball	Girls Soccer
Head Girls Basketball		

- 11.11 Motion to approve Melissa Jones as Director of Curriculum and Instruction for the 2012-2013 year effective July 1, 2012 at a salary of \$91,300 pending negotiations.
- 11.12 Motion to accept the resignation of Erin Mulligan-Pierre, Director of Curriculum and Instruction, effective June 30, 2012.
- 11.13 Motion to accept, with regret, the retirement of Elaine Neary effective July 1, 2012.
- 11.14 Motion to approve the following candidate as a substitute teacher for the 2011-2012 school year at the prevailing rate of pay:

Group II

Amanda Bowes* 60+ Credits Cabrini College

*Pending criminal history review

Motion to approve 11.1 to 11.14 was made by Mrs. Panzarelli, seconded by Ms. Burke.

On a roll call, eight (8) members voted yes on 11.1 to 11.8 and 11.10 to 11.14. Mrs. Knudsen was not present.

On a roll call, six (6) members voted yes on 11.9.

Ms. King-Cote abstained and Mrs. Malinconico voted no.
 Mrs. Knudsen was not present.

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12.0 Old Business – None

13.0 New Business

- 13.1 Mrs. Malinconico asked about the aftercare program with YMCA.
- 13.2 Ms. King-Cote asked if our teachers will be used for aftercare or will the YMCA bring in teachers.
- 13.3 Mrs. Panzarelli relayed parent concerns with the dress code; it needs to be more defined.
- 13.4 Ms. Burke spoke about air conditioning in the Central School and would like to see plans to air condition the cafeteria and a couple of room in the long range plan.

14.0 Public Participation

- 14.1 Rose Ann Lloyd, 99 Green Grove Avenue, spoke a little about herself and how she would like to contribute.

15.0 There was no executive session.

16.0 Adjournment

- 16.1. Upon motion by Mr. Biagianti, seconded by Mr. Cooper, the meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

Joseph J. Marra,
Board Secretary/
Business Administrator

JJM:bi