

KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734

REGULAR MEETING MINUTES  
April 28, 2020



**CALL TO ORDER**

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held virtually, on April 28, 2020, in the Bolger Middle School Media Center. Adequate notice for this meeting has been mailed to the Asbury Park Press, filed with the Municipal Clerk of Keansburg, posted on the District website and posted inside the office of the Keansburg Board of Education, 100 Palmer Place, Keansburg, NJ on January 28, 2020.

**ROLL CALL**

Louise B Davis, Interim Board Secretary, called roll at 7:21 pm:

**Present:** Brooke Clayton (Virtual), Kenneth Cook, Michael Donaldson, Patricia Frizell (Virtual), Christopher Hoff, Kimberly Kelaher- Moran, Robert Ketch, Matthew Kitchen, and Michael Mankowski

**Also Present:** Doug Covert, Superintendent of Schools, Attorney John O Bennett, Esq. and Kathleen O'Hare

**Audience:** Technician, William Regniault

**PLEDGE OF ALLEGIANCE**

Number of public present: 0

**MR. COVERT REQUESTED A MOMENT OF SILENCE-** For all affected by Covid-19 Virus.

**BUDGET PUBLIC HEARING-** Louise B Davis, Interim School Business Administrator gave a Presentation on the 2020-2021 School Budget. A copy of the both are available in the Business Office.

**RECOGNITIONS – NONE**

**PUBLIC - AGENDA ITEMS ONLY-**

**Ms. Davis** - Read questions and statements that were sent via email prior to the meeting, as suggested in the meeting notice. There were other emails that were not related to this meeting that Ms. Davis did not read.

**QUESTIONS WERE SENT IN VIRTUALLY REGARDING THE BUDGET FROM THE FOLLOWING:**

Email: Chris Detalvo- On behalf of the KEA.

Email: Monmouth County Coordinator of The Association of Student Assistant Professionals of New Jersey

Dean Foulks - 18 Palmer Place

Ally Matay - 76 Port Monmouth Road

Samantha Pernet- 57 Oak Street

Demi Ardic - 84 Carr Avenue

Brittany Willie - 13 Atlantic Avenue

Jake Semler - 77 Myrtle Avenue

Amy DeRosa - 118 Woodland Avenue

Kaitlyn Thomas - 8 Washington Avenue

Patricia King - 5 Leroy Place

Carlos Pernet- 57 Oak Street

Charlene Ford - 76 Port Monmouth Road

Kennedy Jones - 8 Washington Avenue

Matthew Moro - 72 Lawrence Avenue

Sherri Ann Smith - 35 Sunset Street

Jessica Mankowski - 7 Bayview Avenue

Lisa Strydio - 82 B Carr Avenue

Sara Flores - 90 Beaconlight Avenue

Angelia Stilo - 132 Maple Avenue

Margaret Gillen - 33 Birchwood Avenue

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**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

BE IT RESOLVED that in accordance with the provisions of the Open Public Meetings Act ("Act"), the Keansburg Board of Education shall conduct a closed executive session pursuant to the Personnel and Legal exception(s) prescribed by N.J.S.A. 10:4-12 for the purpose of discussing:

- (1) Personnel
- (2)
- (3)

It is anticipated that the length of time of this executive session will be 30 minutes and that action may be taken in public after the executive session.

Be it further resolved that the minutes of the executive session will be released when the need for confidentiality in accordance with N.J.S.A. 10:4-12 no longer applies.

MOTION BY: Mr. Cook  
SECONDED BY: Mr. Kitchen

IN: 8:40 OUT: 9:00

EXECUTIVE SESSION RESOLUTION TO CLOSE	
MOVED BY	Mr. Kitchen
SECONDED BY	Mr. Cook
AYE	9
NAY	0
ABSTAIN	0

**V. APPROVAL OF MINUTES**

Motion by Mr. Donaldson and seconded by Mr. Mankowski to approve the following minutes:

Regular Meeting - March 16, 2020  
Executive Minutes- March 16, 2020  
Telephonic Vote- March 18, 2020

Roll Call Vote: 9 in favor, 0 opposed, 0 absent and 0 abstain

The Superintendent of Schools recommends positive action on the following items:

**A. Resignation**

Accept the following resignation, as submitted:

Steakin, Nicolle Youth Development Specialist Efft. 4/6/20

**B. Resignation - Revision**

Accept the following resignation, as submitted:

Zarco-Cardoso, Katie Lang. Arts 5-8 Efft. 6/30/20 or sooner

**C. Refusal of Position**

Accept the following refusal of position, as submitted:

DeGroat, Margaret Long Term Sub Lang. Arts 5-8

**D. Reduction in Force - Elimination of the Following Positions**

Director of Pupil Personnel Services

District Social Worker (2)

ELA Teacher (2) - JRB

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Guidance Counselor  
12-Month Guidance Counselors (3)  
ISS - JRB  
Math Teacher - JRB  
Math Teacher-KHS  
Music Teacher  
Physical Education Teacher (2)  
PreK Teacher  
School Based Social Worker  
Science Teacher - JRB  
Secretary  
Social Studies Teacher - JRB  
Social Studies Teacher - KHS  
Spanish Teacher  
Special Education Teacher  
Student Assistance Coordinator  
Supervisor of Buildings and Grounds  
Vice Principal Vacancy

**E. Reduction in Force - Staff**

62792635  
55194153  
38069233  
38120291  
50207687  
64998677  
67610105  
50939594  
97829261  
38122891  
67614933  
50182377  
87489217  
38142238  
51662849  
38075511

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**F. Revision Long Term Substitute Teacher-Dist**

Approve the following individual for the position, dates and salary indicated:

Pigott, Megan            Long Term Sub. 10/7/19 - 6/22/20 \$125.00 per day-60 days  
(M. Fabiano)            Elem. Ed.    \$200.00 per day-61+days  
Account # 15-120-100-101-20

**G. Leave of Absence-Dist.**

Approve the following individual be granted a Medical Leave of Absence beginning March 16, 2020 ending March 20, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:  
Ducsai, Janis

Approve the following individual be granted a revision to her Medical Leave of Absence beginning October 7, 2019 ending June 30, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:  
Fabiano, Mary

Approve the following individual be granted a Medical Leave of Absence beginning March 6, 2020 returning March 16, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:  
Hurler, Lauren

Approve the following individual be granted a Medical Leave of Absence beginning April 20, 2020 returning May 13, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:  
McGuire, Gina-Marie

Approve the following individual be granted a Medical Leave of Absence beginning March 2, 2020 returning March 25, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:  
Rao, Francine

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H. **Non-Recommendation of Paraprofessionals-2020-2021-Dist.**

Approve the non-renewal of the following Paraprofessionals effective July 1, 2020. Recommendations for re-employment will be made on or before June 30, 2020 for the 2020-2021 school year and will be based on enrollment/attendance/funding:

Ackerman, Barbara	Lee, Kimberly A.
Ahrens, Cheryl	Mackie, Kelly
Ajello, Alexander	Manuel, Francine
Alaia, Shannon	Marks, Heather
Albano, Carolyn	Mason, Marcy
Angerami, Julia	McStravick, Eileen
Baeza, Nancy	Menture, Darla
Barshewski, Michele	Michling, Susan
Bufano, Jamie	Pigott, Megan
Bulmer, Lorene	Pigott, Rebecca
Buresh, Jana	Romano, Sharon
Cahalan, Andrea	Santifort, Melissa
Case, Howard	Schmelz, Lance
Coles, Joy	Sheldon, Dorothy
Conk, Stephanie	Soto, Jacqueline
DeOcampo, Tracie	Taylor, Katie
Edwards, Olivia	Terjanian, Taleen
Flannigan, Ashley	VanSant, Nicole
Fonseca, Cynthia	Vargas, Laura
Grodman, Lauren	Vernola, Anthony
Habib, Margaret	Wallace, Laura
Heinzer, Patricia	Walters, Tammy
Kane, Sara	Wendland, Jennifer
Kennedy, Deborah	Wilk, Michelle
Kerrigan, Christine	Zgola, Loriann
Koenig, Lauren	Zitzman, Allison

I. **Keansburg After School Program - (KAP) - 2019-2020 DIS**

Approve the following individuals for the position and salary listed in the Keansburg Afterschool Program from June 29, 2020 through July 30, 2020. (Pending negotiations)

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<u>Summer Site Coordinators</u>	<u>\$39.00 per hour</u>
Rosenberg, Michael	150 hours, not to exceed \$5,850.00
Smith, Tara	150 hours, not to exceed \$5,850.00
Acct # 20-095-200-100-60	

**GENERAL:**

- District H-I-B Report-2019-2020**  
Approve the monthly district H-I-B- Report for the month of March, 2020.  
Ref. Exhibit # 1
- By-Law-1st Reading**  
0155.1 Board Members Participation at Board Meetings Using Electronic Device  
Ref. Exhibit # 2
- Reduction In Force Resolution**  
Approve the Reduction In Force Resolution as submitted:  
Ref. Exhibit # 3
- Policy-2nd Reading & Adoption**

0152	Board Officers (Revised)
1581	Domestic Violence (M) (Revised)
2422	Health and Physical Education (M) (Revised)
3421.13	Postnatal Accommodations (New)
4421.13	Postnatal Accommodations (New)
5330	Administration of Medication (M) (Revised)
7243	Supervision of Construction (M) (Revised)
8210	School Year (Revised)
8220	School Day (M) (Revised)
8462	Reporting Potentially Missing or Abused Children (M) (Revised)

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**5. Home Instruction**

Approve the following students to receive home instruction for the 2019-2020 school year:

Student I.D.			Reason	Tutor		
4394316797			Admin.	M.Rogers J. Corey		
3493438016			Medical	N. Rossi		

Account # 11-150-100-101-80 Employee

Account # 11-150-100-320-80 Outside

**ADDENDUM**

**A1. Retirement - Dist.**

Approve the following retirement, as submitted, effective June 30, 2020:

Clagett, Dianne

Guidance Counselor

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**Superintendent's Report**

<b>Personnel: A through I</b>			
<b>General: 1 through 5</b>			
<b>Addendum: A1</b>			
	Yes	No	Abstain
Clayton	X		X- on "H" only
Cook	X		
Donaldson	X		
Frizell	X		
Hoff	X		
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		X- on "D" and "E" and GEN "3" only
Motion by:	Kitchen		
Second by:	Donaldson		
	9 in favor 1 opposed 0 absent 1 abstain		
Roll Call Vote	Motion carried		

**VII: BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR'S REPORT**

**BS-01: RECEIPT AND ACCEPTANCE OF SECRETARY'S AND TREASURER OF SCHOOL MONIES REPORTS**

Recommend the receipt of the Board Secretary and Treasurer of School Monies Financial Reports as of February 29, 2020 be accepted as filed, and

**BE IT FURTHER RESOLVED** that pursuant to N.J.A.C. 6A:23A-16.10©3 that no major account or fund has been over expended as of April 28, 2020 based upon the Board Secretary's Certification and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**BS-02: APPROVE/RATIFY BILLS PAID AND CHECKS ISSUED PRIOR TO A BOARD MEETING**

Recommend that the Board of Education ratify the bills paid and checks issued prior to the board meeting in accordance with Board Policy 6470 in the amount of \$133,237.47

**BS-03: APPROVE /RATIFY BILLS PAID AND CHECKS ISSUED AT THE BOARD MEETING**

Recommend that the Board of Education approve the bills paid and checks issued at the Board meeting in the amount of \$1,244,586.22

See Ex. "A"



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**BS-04: APPROVE APPROPRIATION TRANSFERS PRIOR TO A BOARD MEETING**

Recommend that the Board of Education approve the following transfers made prior to the board meeting in accordance with Board Policy. See Ex. "B"

**BS-05: APPROVE/RATIFY PAYROLL SERVICES RENDERED**

Recommend that the Board of Education ratify the salary checks issued for the following payrolls totaling \$1,967,120.02

March 30, 2019- \$979,159.71  
April 15, 2020- \$987,960.31

**BS-06: PUBLIC ADOPTION OF THE 2020-2021 BUDGET**

Recommend the Board approve the following resolution:

WHEREAS, the Keansburg Board of Education adopted a revised Tentative Budget on March 18, 2020 to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the Tentative Budget was approved by the Executive County Superintendent of Schools on April 17, 2020 and

WHEREAS, the Tentative Budget was advertised in the legal section of the Asbury Park Press on April 24, 2020; and

WHEREAS, the Tentative Budget was presented to the public hearing on March 16, 2020, and

NOW THEREFORE BE IT RESOLVED that the Budget be adopted for the 2020-2021 School Year and the Secretary to the Board of Education be authorized to submit the following adopted Budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2020-21 Total Expenditures	\$32,576,909	\$4,845,334	0	\$37,422,243
Less: Anticipated Revenues	\$27,051,919	\$4,845,334	0	\$31,897,253
Taxes to be Raised	\$5,224,990	0	0	\$5,524,990

**BS-07: TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2020-2021**

WHEREAS, the Keansburg Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

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WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Keansburg Board of Education established \$50,000 as the maximum travel amount for the current school year and has expended \$18,350.00 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$50,000 for all staff and board members for the 2020-2021 school year.

**BS-08: MAINTENANCE RESERVE WITHDRAWAL 2020-2021 BUDGET**

Recommend that the Board of Education, as required under N.J.A.C. 6A:23A-12.1 subsection (h), approve withdrawal of \$100,000 from Maintenance Reserve for 2020-2021 School Year Budget.

**BS-09: USE OF BANKED CAP - REVISED**

Recommend that the Board of Education approve the use of the Banked Cap in the amount of \$150,000, generated from 2017-2018 Health Benefits Costs and will expire on June 30, 2021.

**BS-10: 2020-2021 PROPERTY, CASUALTY, WORKER'S COMPENSATION, AND AUTO INSURANCE BROKER OF RECORD -**

An Extraordinary Unspecified Service was advertised with an Opening date of March 26, 2020 @ 1:00pm.

The Opening was conducted virtually and 2 participants submitted all required documents. A Scoring Committee was provided the submissions to review.

Scoring results:

	<b><u>AVERAGE SCORE</u></b>
BROWN AND BROWN	38%
ARTHUR GALLAGHER & COMPANY	92%

Recommend that the Board approve Arthur Gallagher & Company Broker of Record beginning July 1, 2020 through June 30, 2021. (fees included in insurance premiums)

**BS-11: 2020-2021 DENTAL AND VISION INSURANCE AND MEDICAL CONSULTANT BROKER OF RECORD PROPOSAL -**

Recommend that the Board approve Brown and Brown as the Dental, Vision and Medical Consultant Broker of Record for the 2020-2021 School Year beginning July 1, 2020 through June 30, 2021, with an annual proposed fee of \$30,000.

SEE EX. "C"

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**Board Secretary's Report**

<b>BS-01: thorough BS-11:</b>			
<b>Except BS-10 which was NO</b>			
<b>Addendum:</b>			
	Yes	No	Abstain
Clayton	X	X- BS-10 only	
Cook	X	X- BS-10 only	
Donaldson	X	X- BS-10 only	
Frizell	X	X- BS-10 only	
Hoff	X	X- BS-10 only	
Kelaher-Moran	X	X- BS-10 only	
Ketch	X	X- BS-10 only	
Kitchen	X	X- BS-10 only	
Mankowski	X		X On BS-10 only
Motion by:	Cook		
Second by:	Kitchen		
	9 in favor 8 opposed (BS-10 only) 0 absent 1 abstain		
Roll Call Vote	Motion carried		

**-MR. BENNET ADVISED THE BOARD THAT PRIOR TO THE BOARD SECRETARY ANNOUNCING THE RESULTS, HE RECOMMENDS THAT THE BOARD COMBINE THE INSURANCE BROKER OF RECORD FOR BOTH PROPERTY AND HEALTH BENEFITS, AND TO PERFORM ANOTHER EUS AND CHANGE THE SPECS.**

**-ACCORDINGLY, A MOTION TO REJECT BS:10 AND BS-11 WAS MADE BY MR. KITCHEN, AND WAS SECOND BY MR. KETCH.**  
**ALL IN FAVOR**

**-A MOTION BY MR. KETCH AND SECOND BY MR. HOFF WAS MADE TO CONSOLIDATE THE EUS.**

**Board Secretary's Report**

<b>CONSOLIDATE EUS</b>			
	Yes	No	Abstain
Clayton	X		
Cook	X		
Donaldson	X		
Frizell	X		
Hoff	X		
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski			X
Motion by:	Cook		
Second by:	Kitchen		
	8 in favor 0 opposed 0 absent 1 abstain		
Roll Call Vote	Motion carried		

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**Board Secretary's Report**

<b>MOTION TO GO BACK OUT TO BID FOR INSURANCE BROKER OF RECORD</b>			
	Yes	No	Abstain
Clayton	X		
Cook	X		
Donaldson	X		
Frizell	X		
Hoff	X		
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		
Motion by:	Cook		
Second by:	Kitchen		
	9 in favor		
	0 opposed		
	0 absent		
	0 abstain		
Roll Call Vote	Motion carried		

**Board Secretary's Report**

<b>BS:01 through BS:09</b>			
	Yes	No	Abstain
Clayton	X		
Cook	X		
Donaldson	X		
Frizell	X		
Hoff	X		
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		
Motion by:	Ketch		
Second by:	Kitchen		
	9 in favor		
	0 opposed		
	0 absent		
	0 abstain		
Roll Call Vote	Motion carried		

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## **BOARD COMMENTS**

**Mr. Kitchen** - Heart goes out to those affected by Covid - 19

**Mr. Hoff**- Thank you to Ms. Davis and Mr. Covert and Lunch Ladies. Kids can't wait to be back. Teachers are doing well with virtual learning. Thank you to all Teachers.

**Ms. Davis** - Central Staff is remarkable and very helpful to her.

**Mr. Hoff**- Appreciates a real voice on Robo call

**Mr. Mankowski** - Thank you to Ms. Davis and Mr. Covert. We are doing far and above the Districts and States on remote learning - Thank you to all Teachers.

**Ms. Moran** - Thanks to all Teachers and Support Staff, she appreciates all. Board is working 24/7, please reach out with concerns. On behalf of the Board, stay safe and be well.

**Ms. Frizell** - Any chance of RYLA and Hero and Cool Kids coming back?

## **PUBLIC**

Ally Matay - 76 Port Monmouth Road

Samantha Pernet - 57 Oak Street

Julie Regine - 39 Church Street

Demic Ardic - 84 Carr Avenue

Carlos Los Pernet - 57 Oak Street

Brandon R - 22 Woodland Avenue

Patricia King - 5 Leroy Place

## **MOTION ON ADJOURNMENT**

Motion by Kitchen and seconded by Cook to adjourn this meeting.

Roll call vote: 9 in favor, 0 opposed, 0 absent, and 0 abstain; motion carried.

Closed the meeting at 9:45 pm

Respectfully submitted:

Louise B Davis

Interim Business Administrator/

Board Secretary

lbd/bmw

C: D. Covert

Administrators

Board Members