

KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734

REGULAR MEETING MINUTES  
December 19, 2017

**CALL TO ORDER**

Whereby call to order the Regular Meeting of the Keansburg Board of Education, held on December 19, 2017 in the Bolger Middle School Faculty Lounge. 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 9, 2017.

**ROLL CALL**

Dan Castles, Board Secretary, called roll at 7:02pm:

**Present:** Dolores Bartram, Brooke Clayton, Michael Donaldson, Judy Ferraro, Patricia Frizell, Christopher Hoff, Kimberly Kelaher- Moran, Robert Ketch (arrived 7:05) and Michael Mankowski

**Absent: NONE**

**Also Present:** John Niesz, Superintendent of School and Mrs. Clark

**PLEDGE OF ALLEGIANCE**

Number of public present: 8

**AWARDS** – Jonna Viggiano was presented an award for supporting our local Police.

**PRESENTATIONS –**

- **AUDIT PRESENTATION-** Mr. Matthew Holman from Holman, Frenia, Allison gave an audit report, unmodified opinion with no audit finding.
- There was a break in the meeting while the Board presented Mr. Niesz with a cake for his birthday.

**PUBLIC**

Ms. Fabiano questioned the MOCSSIF recommendation.  
Mr. Castles explained the resolution.

**RESOLUTION AUTHORIZING EXECUTIVE SESSION - NONE**

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) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

It is anticipated that the length of time of this executive session will be \_\_\_ 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:

SECONDED BY:

IN:

OUT:

EXECUTIVE SESSION RESOLUTION	
MOVED BY	0
SECONDED BY	0
AYE	0
NAY	0
ABSTAIN	0

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**JS-01 APPROVAL OF MINUTES**

Motion by Bartram and seconded by Frizell to approve the following minutes:

Regular Meeting November 28, 2017

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

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

**PERSONNEL:**

**A. PROFESSIONAL – NOTICE OF TERMINATION**

The following individual was terminated effective December 7, 2017:

Rivera, Nicole          Hourly          Teacher – BEACON Program

**B. RESIGNATIONS - DIST**

Approve the following resignations, as submitted:

Kurtz, Alyssa          Paraprofessional          Efft. 1/12/18

McCann, Christina          Nurse          Efft. 2/11/18

Sciacca, Michele          Handicapped          Efft. 2/5/18

**C. PROFESSIONAL – EMPLOYMENT – 2017-2018**

Approve the following individual for the position and pro-rated salary indicated for the 2017-2018 school year (salary pending negotiations):

Martin, Michael          Teacher Law Enforcement          MA-7          \$64,065.00          HS

Efft. 12/20/17          15-140-100-101-40

**D. LEAVE OF ABSENCE – DIST**

Approve the following individual be granted a Maternity Leave of Absence beginning March 19, 2018 using allowable sick days followed by unpaid leave. This leave will be deducted from her entitlement under FMLA/NJMLA:

Kane, Sara

**E. BEACON PROGRAM ADMINISTRATOR REVISION – DIST**

Approve the following revised stipend to include Fridays for the 2017-2018 school year for the following individual:

Rosenberg, Michael          Beacon Program Administrator          \$31,250.00          Dist

Account #: 11-424-200-100-55

**F. FAMILY FRIENDLY CENTER PROGRAM – 2017-2018 - JC**

Approve the following individuals for the position and salary listed in the Family Friendly Center Program from January 8, 2018 to March 28, 2018 at \$35.00 per hour (salary pending negotiations):

**Teacher**

Annuzzi, Barbara          96 hours, not to exceed \$3,360.00

Donnelly, Nicole          84 hours, not to exceed \$2,940.00

Holcombe, Tammie          48 hours, not to exceed \$1,680.00

Josselyn, Karen          60 hours, not to exceed \$2,100.00

Joyce, Maria          24 hours, not to exceed \$840.00

McKenna, Erin          48 hours, not to exceed \$1,680.00

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Pearce, Karen	96 hours, not to exceed \$3,360.00
Sperring, Ryan	48 hours, not to exceed \$1,680.00
Viggiano, Jonna	12 hours, not to exceed \$420.00
Walters, Ashley	48 hours, not to exceed \$1,680.00
White, Jessica	36 hours, not to exceed \$1,260.00

Account #: 20-432-100-100-40

G. KEANSBURG AFTER SCHOOL PROGRAM – (KAP) – 2017-2018 - DIST

Approve the following individual for the position and salary listed in the Keansburg Afterschool Program from January 8, 2018 through March 28, 2018 at \$35.00 per hour (salary pending negotiations).

Teacher

Carrier, Tammy	108 hours, not to exceed \$3,780
Catena, Norma Jean	144 hours, not to exceed \$5,040.00
DeFilippo, Geraldine	120 hours, not to exceed \$4,200.00
Hyer, Tracy	54 hours, not to exceed \$1,890.00
Jones, Christopher	72 hours, not to exceed \$2,520.00
Maguire, Tara	48 hours, not to exceed \$1,680.00
McKenna, Erin	84 hours, not to exceed \$2,940.00
Murphy, Margaret	30 hours, not to exceed \$1,050.00
Pepper, Jesse	48 hours, not to exceed \$1,680.00
Petraroi, Deborah	72 hours, not to exceed \$2,520.00
Pistone, Jean	42 hours, not to exceed \$1,470.00
Rogers, Mary	24 hours, not to exceed \$840.00
Tritto, Tonya	144 hours, not to exceed \$5,040.00
Trucano, Kerri	54 hours, not to exceed \$1,890.00
Walters, Ashley	25 hours, not to exceed \$840.00
Weldon, Lissa	48 hours, not to exceed \$1,680.00
Wieczerszak, Heidi	78 hours, not to exceed \$2,730.00
Wolkom, Kaitlin	36 hours, not to exceed \$1,260.00

Account #: 20-095-100-100-60

Substitute Teacher

Sirimis, Louise

Approve the following individuals for the position and salary listed in the Keansburg Afterschool Program from December 20, 2017 to June 8, 2018 at \$8.44 per hour.

Student Teacher Assistant

Felix, Kaitlin

Sautner, Frank

Account #: 20-095-100-100-60

Approve the following individual for the position of KAP Afterschool Program College Teacher Assistant from January 8, 2018 to June 9, 2018 at 9.00 per hour.

Mejia, Monica

Account #: 20-095-100-100-60

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I. EARLY CHILDHOOD PARENT ACADEMY COORDINATORS - 2017-2018-PREK

Approve the following individuals for the position and salary indicated from January 3, 2018 through March 21, 2018 at \$35.00 per hour, for 15 hours not to exceed \$525.00 each (salary pending negotiations):

Dubrow, Colleen

Janik, Jacqueline

Account #: 20-218-200-329-10

I. VOLUNTEER ATHLETIC PARAPROFESSIONAL AIDE – 2017-2018 – HS

Approve the following individual to volunteer for the 2017-2018 school year, at no cost to the district:  
Cross, David                  Basketball Teams

J. OBSERVATION – DIST

Approve the following students be permitted to complete their student observation:

Kean University			
<u>Student</u>	<u>Teacher</u>	<u>School</u>	<u>Semester</u>
Hill, William	Crossnohere	Joseph C. Caruso	Spring 2018

East Stroudsburg University			
<u>Student</u>	<u>Teacher</u>	<u>School</u>	<u>Semester</u>
Vloyanetes, Nicolas	Lee	Joseph C. Caruso	Spring 2018

K. STUDENT TEACHING – DIST

Approve the following students be permitted to complete their student teaching:

Kean University			
<u>Student</u>	<u>Teacher</u>	<u>School</u>	<u>Semester</u>
Dempsey, Dorothy	Bishop	Joseph C. Caruso	Spring 2018

William Patterson University			
<u>Student</u>	<u>Teacher</u>	<u>School</u>	<u>Semester</u>
Minaya, Brielle	Corcione	Joseph C. Caruso	Spring 2018

L. ATHLETIC ANCILLARY PERSONNEL – 2017-2018 – DIST

Approve the following individual to serve as 2017-2018 school year Athletic Ancillary Personnel at rates listed below effective August 15, 2017 – June 30, 2018:

Mira, Danielle

<u>Position</u>	<u>Rate</u>
Ticket Taker/Seller	\$50
Security	\$55
Announcer/Timer	\$55
Announcer/Timer/Security 2 Event (back to back)	\$78
Football Chain Holder	\$50
Site Manager	\$75
Bus Chaperones	\$45

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**GENERAL:**

1. DISTRICT H-I-B REPORT – 2017-2018

Approve the monthly district H-I-B Report for the month of December 2017:

Ref. Exhibit #1

2. IN-STATE TRIP LOCATION LIST – 2017- 2018

Approve the master School Trip List for in-state locations for the 2017-2018 school year, as submitted:

Ref. Exhibit # 2

3. POLICY – 2ND READING – DIST

Approve and adopt the following policy, as submitted:

- 2700 Services to Nonpublic School Pupils
- 3432.1 Sick Day Bank – Teaching Staff Members
- 4432.1 Sick Day Bank – Support Staff Members
- 7100 Long Range Facilities Planning
- 7101 Educational Adequacy of Capital Projects
- 7102 Site Selection and Acquisition
- 7130 School Closing
- 7300 Disposition of Property

4. REGULATIONS – 2ND READING – DIST

Approve and adopt the following regulations, as submitted:

- 7100R Long Range Facilities Planning
- 7101R Educational Adequacy of Capital Projects
- 7102R Site Selection and Acquisition
- 7300.2R Disposition of Land
- 7300.3R Disposition of Personal Property
- 7300.4 Disposition of Federal Property

5. REVISED NJQSAC STATEMENT OF ASSURANCE 2017-2018 – DIST

Approve the revised NJQSAC Statement of Assurance for the 2017-2018 school year, as submitted:

Ref. Exhibit # 3

6. ARRIVE ALIVE TOUR - 2018 - HS

Approve the Senior Class to participate in the Arrive Alive Tour 2018 (alcohol awareness and distracted driving program) at KHS on 5/30/18 at a cost of \$2,500.00 (Combo simulator with picture pledge) and for Ann's Party Rentals to supply a tent on the day of the program at a cost of \$500.00 (includes set up and take down). KHS SAC/Guidance accounts and/or donations will help defray costs associated with this substance awareness/distracted driving pre-prom event.

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7. CINDERELLA'S CLOSET – 2018 - HS

Approve students attend the Cinderella's Closet of Monmouth County's Prom Boutique to be held on Saturday, March 24, 2018 Long Branch High School, Long Branch, NJ.

8. DONATION ACCEPTANCE – HS

Approve the acceptance of \$1,000.00 from the parents of the Class of 2021.

9. INDEPENDENT CONSULTANTS - 2017-2018

Approve the following independent consultants to provide services for the 2017-2018 school year:

Learning Tree Multicultural / Multilingual Evaluation & Consulting Inc.

Speech Language Evaluation \$780.00

Social History Evaluation \$780.00

NJSCST – New Jersey Specialized Child Study Team

Educational, Psychological & Speech \$550.00 for one evaluation

\$950.00 for two evaluations

\$1,350.00 for three evaluations

Account #: 11-000-219-320-80

10. HOME INSTRUCTION - 2017-2018

Approve the following students to receive home instruction for the 2017-2018 school year:

Student ID	H.I.#	Grade	Reason	Tutor	Start Date	End Date
5234811205	6	6	Medical	K. McGuire	10-31-17	12-6-17
2250346306	7	12	Medical	Ed. Inc.	11-8-17	11-13-17
9283559527	8	12	Administrative	S. Mangels	11-20-17 11-28-17	11-17-17 1-28-18
4902117289	9	12	Administrative	MOESC	11-17-17	1-17-18
3240716426	10	10	Medical	S. Gaffey	12-4-17	1-5-18
5363675894	11	10	Medical	Ed. Inc.	12-1-17	12-5-17

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

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

11. SPECIAL NEEDS - 2017-2018

Approve the following students to attend the placement indicated for the 2017-2018 school year:

Student ID	DOB	Class.	Placement	Start Date	Private Public	Tuition
4663776913	11-1-02	MD	Green Brook Academy	11-27-17	Private	50,846.90
9283559527	8-26-00	MD	Green Brook Academy	12-18-17	Private	44,979.95

Account #: 11-000-100-566-80

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**ADDENDUM:**

**A1. PROFESSIONAL DEVELOPMENT COSTING \$150.00 OR ABOVE**

Approve attendance at the workshops as listed below at the costs indicated. Travel is directly related to and within the scope of the current responsibilities of the listed employees, is critical to the instructional needs of the district, will improve the participant's skills and knowledge, or further the efficient operations of the district. The costs associated with attendance are statutorily authorized travel expenditures and are within the annual maximum travel expenditure amount of the district:

1/26/18      Janik, Brian      NJ Techspo      \$339.00

**Superintendent's Report**

<b>Personnel: A through L</b>			
<b>General: 1 through 11</b>			
<b>Addendum: A1</b>			
	Yes	No	Abstain
			X – on letter "J" (second name only)
Bartram	X		
Clayton	X		
Donaldson	X		
Frizell	X		
Hoff	X		
Ketch	X		
Mankowski	X		
Moran	X		
Ferraro	X		
Motion by:	Frizell		
Second by:	Clayton		
Roll Call Vote	9 in favor		
	0 opposed		
	0 absent		
	1 abstain		
	Motion carried		

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

**BS-02: RECEIPT AND ACCEPTANCE OF NOVEMBER SECRETARY'S AND TREASURER OF SCHOOL MONIES REPORTS**

Recommend the receipt of the Board Secretary's and Treasurer of School Monies Financial Reports as of November 30, 2017 be accepted as filed, and

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23A-16.10(c)3 that no major account or fund has been over expended as of November 30, 2017 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.

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**BS-03: RATIFICATION OF 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 \$887,257.02.

**BS-04: RATIFICATION OF 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 \$648,309.92.

**BS-05: RATIFICATION OF 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 6422.

See Exhibit "A"

**BS-06: RATIFICATION OF PAYROLL SERVICES RENDERED**

Recommend that the Board of Education ratify the salary checks issued for the November 30, 2017 payroll in the amount of \$1,000,361.89 and the December 15, 2017 payroll in the amount of \$1,007,562.05.

**BS-07: ACCEPTANCE OF AUDIT**

RESOLVED that the annual audit for the year, ended June 30, 2017, be accepted and placed on file.

**BS-08: RENEW NJSIG MEMBERSHIP**

**WHEREAS**, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

**WHEREAS**, the New Jersey Schools Insurance Group ("NJSIG") is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

**WHEREAS**, the Keansburg Board of Education, herein after referred to as the "Educational Institution," has resolved to apply for and/or renew its membership with NJSIG;

**WHEREAS**, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

**WHEREAS**, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

**WHEREAS**, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

**NOW THEREFORE, BE IT RESOLVED, THAT:**

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2017, and ending July 1, 2020 at 12:01 a.m.;



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- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re- executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq. to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

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**BS-09 PURCHASE OF 2018 FORD F-250 TRUCK – STATE CONTRACT #A88727**

Recommend the Board of Education approve the purchase of a 2018 Ford F-250 Truck for the total cost of \$35,470.50 to be used for the removal of snow and general maintenance projects.

**BS-10 REJECT ALL BIDS RECEIVED FOR PRELIMINARY ASSESSMENT AND SITE INVESTIGATION AT PORT MONMOUTH ROAD SCHOOL**

RESOLVED the Board of Education reject all bids received for the Preliminary Assessment and Site Investigation at Port Monmouth Road School in accordance with N.J.S.A 18A:18A- 22(d)

**BS-11 DEVELOP REQUEST FOR PROPOSAL**

Recommend authority be given to the Purchasing Agent to develop a Request for Proposal for Professional Services/Preliminary Assessment and Site Investigation at the Port Monmouth Road School Site.

**BS-12: RATIFICATION OF KEA AGREEMENT**

**WHEREAS** the Keansburg Board of Education (hereinafter referred to as the “Board”) and the Keansburg Education Association (hereinafter referred to as the “KEA”) have negotiated a successor agreement for the 2017-2018, 2018-2019, and 2019-2020 school years (hereinafter referred to as the “Agreement”); and

**WHEREAS** the KEA has, by a majority vote of its membership, ratified the Agreement.

**NOW, THEREFORE BE IT RESOLVED** that the Board hereby ratify and approve the terms of the Agreement for the 2017-2018, 2018-2019, and 2019-2020 school year

**Board Secretary's Report**

BS-02 through BS-07 Addendum: BS-08 and BS-12			
	Yes	No	Abstain
Bartram	X		
Clayton	X		
Donaldson	X		
Frizell	X		
Hoff	X		
Ketch	X		
Mankowski	X		X on “# 12” only
Moran	X		
Ferraro	X		
Motion by:	Mankowski		
Second by:	Bartram		
	9 in favor 0 opposed 0 absent 1 abstain		
Roll Call Vote	Motion carried		

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**PUBLIC**

- Ms. Fabiano thanked the Board on completion/agreement with KEA. Happy Holidays
- Mr. Niesz talked about Winter Sports are in full swing, Caruso lunch, ELL County Meeting, Conferences @ Pre-K, Holiday Concert, KHS scheduling, Father Time, Honor Roll Breakfast, rolling out Early College Academy, Holiday Party, Christmas Tree Lighting, Holiday Sing Along on Thursday @ 8:30 and 9:30.
- Ms. Clayton informed everyone that the Ice Rink is open 6-8pm
- Ms. Kelaher-Moran noted she is impressed with Mr. Martin's connection with students and that the Law Enforcement Program is growing.
- Ms. Bartram reminded everyone that the Booster Club Auction is in 3 months.
- Mr. Ketch spoke about the kids singing to elderly students.
- Mr. Hoff questioned the status of the Lorraine Place property and the coat drive was very successful.

**MOTION ON ADJOURNMENT**

Motion by Donaldson and seconded by Clayton to adjourn this meeting.

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

Closed the meeting at 7:47pm

Respectfully submitted:



Daniel Castles  
Business Administrator/  
Board Secretary

dc/bmw

C: John Niesz  
Administrators  
Board Members