

KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734

REGULAR MEETING MINUTES  
December 22, 2015

**CALL TO ORDER**

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on December 22, 2015, 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 13, 2015.

**ROLL CALL**

Corey Lowell, Board Secretary, called the roll:

**Present:** Dolores Bartram, Brooke Clayton, Judy Ferraro, Walter Fleming (arrived 7:18), Patricia Frizell, Christopher Hoff, Kimberly Kelaher- Moran and Robert Ketch

**Also Present:** Gerald North, Superintendent of Schools and John Bennett, Board Attorney

**PLEDGE OF ALLEGIANCE**

Number of public present: 50

**THE DISTRICT AUDITOR PRESENTED THE CAFR & AMR TO THE BOARD**

**PUBLIC**

A teacher asked about both policies on tonight's Agenda and presented a letter to the Board President requesting that the KEA be part of the hiring process.

**EXECUTIVE SESSION**

None

**BS-01 APPROVAL OF MINUTES**

Motion by Donaldson and seconded by Ketch to approve the following minutes:  
Regular Meeting – November 24, 2015

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. **INTENT TO RETIRE - DIST**

The following individual has given their intent to retire effective, as submitted:

Varley, Nancy

Elementary

Eff. 6/30/16

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B. RESIGNATION – PROFESSIONAL STAFF

Approve the following resignation, as submitted:

Latwis, Brian	Director of Student Services	Efft. 2/15/16
Tramaglini, Thomas	Chief Academic Officer	Efft. 2/15/16

C. PROFESSIONAL PERSONNEL – EMPLOYMENT – 2015-2016

Approve the following individual for the position and salary indicated, effective for the 2015-2016 school year (salary pending negotiations):

Graham, Beth <sup>^</sup>	Handicapped	MA-6	\$21,900.00	2/5	PM
Efft. 1/1/16	15-216-100-101-10		Pro-rated		
Guisse, Clara <sup>^</sup>	Spanish	MA-1	\$53,000.00		JB
Efft. 2/16/16 or sooner	15-120-100-101-30		Pro-rated		
	15-130-100-101-30				
Schork, Lyndsey	Students w/Disabilities	BA-1	\$50,000.00		PM
Efft. 1/1/16	15-216-100-101-10		Pro-rated		

<sup>^</sup>On an emergent basis

D. TRANSFERS – PROFESSIONAL STAFF 2015-2016

Approve the following individual for the position indicated for the 2015-2016 school year:

	<u>From</u>	<u>To</u>
Schork, Lyndsey	Students w/Disabilities - PM	Student w/Disabilities/BD - PM
Efft. 1/1/16	15-216-100-101-10	15-213-100-101-10
Aquilino, Lisa	Handicapped/BD - PM	Handicapped/PSD – PM
Efft. 1/1/16	15-213-100-101-10	15-216-100-101-10

E. LEAVE OF ABSENCE – DIST

Approve the following individual be granted a Medical Leave of Absence beginning December 7, 2015 returning on December 14, 2015 using allowable sick days. This leave will be deducted from her entitlement under FMLA/NJMLA:

Adamo, Caroline

Approve the following individual be granted a Medical Leave of Absence beginning November 16, 2015 returning on December 14, 2015 using allowable sick days. This leave will be deducted from her entitlement under FMLA/NJMLA:

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Civitano, Marla

Approve the following individual be granted a revised Maternity/Child Care Leave of Absence beginning December 14, 2015 through June 30, 2016 using allowable sick days followed by unpaid leave. This leave will be deducted from her entitlement under FMLA/NJMLA:

Hartsgrove, Kelly

F. CENTRAL DETENTION/ACADEMIC SUPPORT/FRIDAY SCHOOL SUBSTITUTE  
TEACHER – 2015-2016 - HS

Approve the following individuals as substitute teachers for Central Detention/Academic Support/Friday School at \$35.00 per hour, as needed (salary pending negotiations):

Ganz, David  
Kaplan, Sarah  
Account#: 15-421-100-101-40

G. PARENT PRESENTER - 2015-2016

Approve the following individual to provide a parent presentation for the 2015-2016 school year at \$35.00 per hour for 2 hours, not to exceed \$70.00 total (salary pending negotiations):

Murphy, Lauri  
Account # 11-000-218-104-80

H. TITLE I-A TITAN FAMILY ACADEMY – 2015-2016

Approve the following individuals as Title IA Titan Family Academy Program Teachers for the 2015-2016 school year, at the hourly rate of \$35.00 not to exceed a total of 4 hours for each workshop presentation (salary pending negotiations):

Annuzzi, Barbara  
Davis, Wendy  
Holcome, Tammie  
Kaiser, Erin  
Lufrano, Dana  
Murphy, Lauri  
Smith, Tara  
Szotak, Ashley

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Approve the following individuals as Title IA Titan Family Academy Program Childcare Paraprofessionals for the 2015-2016 school year, a total of 2 hours for each workshop at the hourly rates indicated (salary pending negotiations):

Baeza, Nancy	\$17.64
Kaiser, Erin	\$18.11
Kurtz, Alyssa	\$16.04
Sheldon, Dorothy	\$17.88

Account #: 20-231-200-100-60

I. FAMILY FRIENDLY CENTER PROGRAM – 2015-2016 - PM

Approve the following individuals for the positions and salaries indicated in the above program from January 11, 2016 until March 18, 2016 at \$35.00 per hour (salary pending negotiations):

Teacher

Annuzzi, Barbara	27 hours, not to exceed \$945.00
Crossnohere, Ellen	27 hours, not to exceed \$945.00
Jones, Christopher	15 hours, not to exceed \$525.00
McKenna, Erin	15 hours, not to exceed \$525.00
Pearce, Karen	40.5 hours, not to exceed \$1,417.00
Sperring, Ryan	31.5 hours, not to exceed \$1,102.50
White, Jessica	18 hours, not to exceed \$630.00
Wieczerszak, Heidi	13.5 hours, not to exceed \$472.50

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

Substitute Teacher

\$35.00 per hour, as needed

Annuzzi, Barbara  
Crossnohere, Ellen  
Desoucey, Christina  
Jones, Christopher  
McKenna, Erin  
Pearce, Karen  
Sperring, Ryan  
Wieczerszak, Heidi  
White, Jessica

J. KEANSBURG AFTER SCHOOL PROGRAM – (KAP)- 2015-2016 - DIST

Approve the following individuals for the position and salary listed in the Keansburg Afterschool program from January 7, 2016 to March 23, 2016 at \$35.00 per hour (salary pending negotiations):

Teacher

Carrier, Tammy	168 hours, not to exceed \$5,880.00
Carlstrom, Andrew	36 hours, not to exceed \$1260.00

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Cier, Shawn	36 hours, not to exceed \$1260.00
Inzerillo, Kerri	17 hours, not to exceed \$595.00
Katz, Joshua	36 hours, not to exceed \$1260.00
Maguire, Tara	72 hours, not to exceed \$2,520.00
McKenna, Erin	125 hours, not to exceed \$4389.00
Murphy, Margaret	24 hours, not to exceed \$840.00
Patterson, Doug	144 hours, not to exceed \$5040.00
Petrocelli, Luciana	144 hours, not to exceed \$5040.00
Tritto, Tonya	12 hours, not to exceed \$420.00
Walters, Ashley	24 hours, not to exceed \$840.00
Wieczerzak, Heidi	48 hours, not to exceed \$1680.00
Weldon, Lissa	45 hours, not to exceed \$1575.00

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

Substitute Teacher \$35.00 per hour, as needed

Carrier, Tammy  
Carlstrom, Andrew  
Cier, Shawn  
Inzerillo, Kerri  
Katz, Joshua  
Maguire, Tara  
Marinoff, Marc  
McKenna, Erin  
Murphy, Margaret  
Patterson, Doug  
Petrocelli, Luciana  
Tritto, Tonya  
Walters, Ashley  
Wieczerzak, Heidi  
Weldon, Lissa  
Account #: 20-095-100-100-60

K. CURRICULUM WRITING – 2015-2016 - JB

Approve the following individuals to write 5<sup>th</sup> & 6<sup>th</sup> Grade Curriculum & Assessments at \$35.00 per hour, for 10 hours each, not to exceed \$350.00 each (salary pending negotiations):

Inzerillo, Kerri  
Mankowski, Jessica  
Petrocelli, Luciana  
Account: 11-000-221-104-60

L. WORKFORCE INVESTMENT BOARD-STUDENTS - 2015-2016 - HS

Approve the following students employment placement at the rate of \$8.50 per hour for up to 300 hours from October 1, 2015 to September 30, 2016:

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Student	Site	Working with Children
Genaro Guzman*	St. Anne's Day Care	Yes
Emily McCormick*	Family Friendly, Anthony's Pizza	Yes
Anette Nieves*	Family Friendly	Yes
Laryn Lewallen*	Family Friendly	Yes

\*Pending WIA approval  
Account #: 20-084-100-101-40

**M. STUDENT TEACHING – DIST**

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

<u>Kean</u>			
<u>Student</u>	<u>Teacher</u>	<u>School</u>	<u>Semester</u>
Olechnowicz, Jennifer	Kathryn Mickelsen	Port Monmouth Road	Spring 2016

**N. STUDENT OBSERVATION - DIST**

<u>Rutgers</u>			
<u>Student</u>	<u>Teacher</u>	<u>School</u>	<u>Semester</u>
2 Students TBA	TBA	Joseph R. Bolger	Spring 2016
2 Students TBA	TBA	Keansburg High School	Spring 2016

\*Students names to be provided at a later date and will be placed with various teachers

<u>Brookdale</u>			
<u>Student</u>	<u>Teacher</u>	<u>School</u>	<u>Semester</u>
Kalemba, Caitlin	Cynthia Longo	Joseph C. Caruso	Spring 2016

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

Approve attendance at the workshops as listed at the costs indicted: 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 operation of the district. The costs associated with attendance are statutorily authorized travel expenditures and are within the annual maximum travel expenditure amount to the district:

1/6	Natalino, Michelle	101 Therapy Strategies	\$239.00
1/21	Bruno, Karen	Help Your Students to Meet or Exceed State Standards	\$239.00
1/22	Katz, Brian	Translating the NGSS to Classroom Practice	\$157.26
2/16	Scarpello, Patrick	Anti Bullying Law Update	\$150.00
2/23	Crossnohere, Ellen	2016 NJAHPERD Annual Convention	\$150.00

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**GENERAL:**

1. IN-STATE TRIP LOCATION LIST – 2015-2016

Approve the master School Trip List for in-state locations for the 2015-2016 school year, as submitted:

Ref. Exhibit #1

2. DISTRICT H-I-B. REPORT – 2015-2016

Approve the monthly district H-I-B Report for the month of November 2015.

Ref. Exhibit #2

3. POLICY – 1ST READING – DIST

Approve the following policy, as submitted:

- |        |  |
|--------|--|
| 1240   | Evaluation of Superintendent – revised   |
| 3221   | Evaluation of Teachers – revised   |
| 3222   | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators – revised                  |
| 3223   | Evaluation of Administrators, Excluding Principals, Vice Principals, And Assistant Principals –revised |
| 3224   | Evaluation of Principals, Vice Principals and Assistant Principals – revised                           |
| 3431.1 | Family Leave – revised   |
| 4431.1 | Family Leave – revised   |
| 5537   | Service Animals – new  |
| 5516   | Use of electronic Communication and Recording Devices (ECD) - revised                                  |

Ref. Exhibit #3

4. REGULATION – 1ST READING – DIST

Approve the following regulation, as submitted:

- |       |  |
|-------|--|
| 1240R | Evaluation of Superintendent – revised   |
| 3221R | Evaluation of Teachers – revised   |
| 3222R | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators – revised                  |
| 3223R | Evaluation of Administrators, Excluding Principals, Vice Principals, And Assistant Principals –revised |
| 3224R | Evaluation of Principals, Vice Principals and Assistant Principals – revised                           |

Ref. Exhibit #4

5. ENVIRONMENTAL SCIENCE CLUB - HS

Approve the Educational Snakeman program for the club members on January 16, 2016 at no cost to the district.

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6. NATIONAL SCHOOL LUNCH PROGRAM EQUIPMENT ASSISTANCE (NSLP) 2015 GRANT ACCEPTANCE – FISCAL YEAR 2015

Approve the acceptance of the fiscal year 2015 National School Lunch Program Equipment Assistance (NSLP) Grant from the State of NJ/US Department of Agriculture in the amount of \$44,742.65.

7. ADOLESCENT PREGNANCY PREVENTION INITIATIVE (APPI) COORDINATOR – REPLACEMENT REVISION – JB/HS

The Adolescent Pregnancy Prevention Initiative's Time To Grow Counselor will now be Alyson Zilai in place of Jessica Kostenblatt who has resigned. Counseling will take place in Bolger Middle School and Keansburg High School, at no cost to the district.

8. CURRICULA ADOPTION – 2015-2016

Mathematics

Kindergarten (CCR) (Updated 8.25.2015)  
Grade 1 (CCR) (Updated 8.25.2015)  
Grade 2 (CCR) (Updated 8.25.2015)  
Grade 3 (CCR) (Updated 8.25.2015)  
Grade 4 (CCR) (Updated 8.25.2015)  
Grade 5 (CCR) (Updated 3.17.2014)  
Grade 6 (CCR) (Updated 3.17.2014)  
Grade 7 (CCR) (Updated 3.17.2014)  
Grade 8 (CCR) (Updated 2.23.2014)  
Algebra I (CCR) (Updated 2.20.2014)  
Geometry (CCR) (Updated 10.20.2013)  
Algebra II (CCR) (Updated 6.14.2013)  
HSPA 9 (Updated 5.1.2011)  
HSPA 10 (Updated 5.1.2011)

English Language Arts

Kindergarten (CCR) (Updated 5.18.2014)  
Grade 1 ELA (CCR) (Updated 3.17.2014)  
Grade 2 ELA (CCR) (Updated 10.20.2013)  
Grade 3 ELA (CCR) (Updated 9.3.2013)  
Grade 4 ELA (CCR) (Updated 2.21.2014)  
Grade 5 ELA (CCR) (Updated 8.25.2015)  
Grade 6 ELA (CCR) (Updated 8.25.2015)  
Grade 7 ELA (CCR) (Updated 8.25.2015)  
Grade 7 Media Literacy (CCR) (Updated 10.20.2013)  
Grade 8 ELA (CCR) (Updated 8.25.2015)  
ELA I (CCR) (Updated 3.18.2014)  
ELA II (CCR) (Updated 4.19.2013)  
ELA III (CCR) (Updated 3.18.2013)  
ELA IV (CCR) (Updated 2.15.2014)  
Advanced Placement English 12



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Social Studies

Kindergarten (CCR) (Updated 9.15.2012)  
Grade 1 (CCR) (Updated 9.15.2012)  
Grade 2 (CCR) (Updated 9.15.2012)  
Grade 3 (CCR) (Updated 9.15.2012)  
Grade 4 (CCR) (Updated 9.15.2012)  
Grade 5 (CCR) (Updated 2.19.2013)  
Grade 6 (CCR) (Updated 2.19.2013)  
Grade 7 (CCR) (Updated 2.20.2014)  
Grade 8 - United States History I (CCR) (Updated 3.17.2014)  
United States History II (CCR) (Updated 10.20.2013)  
United States History III (CCR) (Updated 2.6.2013)  
United States History I (Honors) (Updated 8.2.2011)  
United States History II (Honors) (Updated 8.2.2011)  
World History (CCR) (Updated 1.31.2014)  
Street Law (Updated 9.15.2012)  
Sociology (Updated 9.15.2012)  
War and Atrocities (Updated 9.15.2012)  
Civics (Updated 9.15.2012)  
African American Studies (Updated 8.27.2013)  
Advanced Placement Psychology (Updated 9.20.2014)  
History of Film (Updated 8.25.2015)

Science

Kindergarten (CCR) (Updated 9.15.2012)  
Grade 1 (CCR) (Updated 9.15.2012)  
Grade 2 (CCR) (Updated 9.15.2012)  
Grade 3 (CCR) (Updated 9.15.2012)  
Grade 4 (CCR) (Updated 9.15.2012)  
Grade 5 (CCR) (Updated 6.4.2013)  
Grade 6 (CCR) (Updated 9.3.2013)  
Grade 7 (CCR) (Updated 5.28.2013)  
Grade 8 (CCR) (Updated 2.19.2013)  
Physics (CCR) (Updated 1.31.2014)  
Biology (CCR) (Updated 3.17.2014)  
Chemistry (CCR) (Updated 1.18.2014)  
AP Physics (Updated 9.1.2011)  
Anatomy and Physiology (Updated 9.1.2011)  
Marine Science (Updated 9.1.2011)

Music

Music Kindergarten (Updated 4.19.2013)  
Music Grade 1 (Updated 2.23.2014)  
Music Grade 2 (Updated 2.23.2014)  
Music Grade 3 (Updated 2.23.2014)  
Music Grade 4 (Updated 2.19.2013)

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Music Grade 5 (Updated 2.19.2013)  
Music Grade 6 (Updated 2.19.2013)  
Music - Band 5-8 (Updated 2.20.2014)  
Music Grade 7 (8.25.15)  
Music Grade 8 (Updated 9.4.2013)  
Music Chorus 5- (Updated 9.4.2013)  
Applied Music Theory (Updated 9.4.2013)  
Band 9-12 (Updated 1.23.2014)  
Chorus 9-12 (Updated 1.14.2014)  
Music Appreciation 9-12 (Updated 1.14.2014)  
Music Technology 9-12 (Updated 1.14.2014)

Art

Art K-2 (Updated 11.1.2014)  
Art 3-4 (Updated 4.19.2013)  
Art 5-8 (Updated 2.25.2013)  
Art I (Updated 5.25.2013)  
Art II (Updated 5.25.2013)  
Art III (Updated 5.25.2013)  
Art IV (Updated 5.25.2013)  
Media Arts (Updated 5.25.2013)  
Digital Media (Updated 5.25.2013)  
Multimedia I (Updated 2.19.2013)  
Multimedia II (Updated 2.13.2013)  
Computer Art (Updated 2.13.2013)  
World Crafts (Updated 4.19.2013)

Comprehensive Health and Physical Education

Physical Education K-2 (Updated 1.19.2014)  
Physical Education Grades 3 and 4 (Updated 1.9.2013)  
Physical Education Grade 5-8 (Updated 1.9.2013)  
Physical Education Grade 9-12 (Updated 1.9.2013)  
Health Grades K-2 (Updated 1.19.2014)  
Health 3-4 (Updated 9.15.2012)  
Health 5 (Updated 5.15.2013)  
Health 6 (Updated 5.15.2013)  
Health Grade 7 (Updated 4.19.2013)  
Health 8 (Updated 5.15.2013)  
Health Grade 9 (Updated 1.21.2013)  
Drivers Education (Updated 1.21.2013)  
Health Grade 11 (Updated 2.6.2013)  
Health Grade 12 (Updated 4.19.2013)  
Athletic Training and Physiology (Updated 9.15.2012)

Business

Web Design I (Updated 9.15.2012)

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Web Design II (Updated 9.15.2012)  
Business I (Updated 8.25.2015)  
Business II (Updated 8.25.2015)  
Accounting for 21st Century Business I (Updated 9.15.2012)  
Accounting for 21st Century Business II (Updated 9.15.2012)  
Management for 21st Century Business I (Updated 2.15.2014)  
Management for 21st Century Business II (Updated 9.15.2012)  
Advanced Computer Certification (Updated 10.26.2012)

Life Skills

Social Skills Grades K-4 (Updated 3.14.2013)  
Life Skills Grades 5 and 6 (Updated 2.22.2014)  
Life Skills Grades 7 and 8 (Updated 5.28.2013)

Educational Technology and Innovation

Information and Innovation Technology Kindergarten (Updated 1.12.2014)  
Information and Innovation Technology Grade 1 (Updated 1.12.2014)  
Information and Innovation Technology Grade 2 (Updated 1.12.2014)  
Information and Innovation Technology Grades 3-4 (Updated 3.15.2013)  
Information and Innovation Technology Grades 5 (Updated 10.20.2013)  
Information and Innovation Technology Grades 6 (Updated 10.20.2013)  
Information and Innovation Technology Grades 7 (Updated 10.20.2013)  
Information and Innovation Technology Grades 8 (Updated 10.20.2013)

College and Career Ready Seminars

Freshman Seminar (Updated 9.20.2014)  
Sophomore Seminar (Updated 8.25.15)  
Junior Seminar (Updated 1.21.2013)  
Senior Seminar (Updated 2.12.2014)

Guidance

College and Career Readiness Seminar Grade 8 (Updated 8.25.2015)  
Comprehensive Career and Counseling Curriculum (Updated 10.20.2015)

World Language

Spanish K-2 (Updated 2.5.2014)  
Spanish 3-4 (Updated 2.14.2014)  
Spanish 5-8 (Updated 4.19.2013)  
Spanish 5-8 (Revised - 10.20.2013)  
Spanish I (Updated 8.25.2015)  
Spanish II (Updated 8.25.2015)  
Spanish III (Updated 2.22.2014)  
Spanish IV (Updated 9.15.2012)

iSTEM

iSTEM Grade 5 (Updated 10.20.2013)  
iSTEM Grade 6 (Updated 2.5.2014)

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iSTEM Grade 7 (Updated 8.25.2015)

iSTEM Grade 8 (Updated 8.25.2015)

9. MONMOUTH COUNTY VOCATIONAL - SPECIAL EDUCATION - 2015-2016 - DIST

Approve the following student to attend the vocational program indicated for the 2015-2016 school year at a cost of \$5,300.00 (year):

STUDENT ID	D.O.B.	PROGRAM
3389460624	3-12-2000	Career Center

Account #: 11-000-100-564-80

10. HOME INSTRUCTION - 2015-2016 - DIST

Approve the following student to receive home instruction for the 2015-2016 school year:

Student Id.	H.I. #	Grade	Reason	Tutor	Start	End
3568691311	22	10	Medical	D. Patterson	11-6-15	11-12-15
4211481732	23	10	Medical	Education Inc.	11-16-15	11-23-15
8743559963	24	11	Admin.		11-18-15	12-3-15
3568691311	25	10	Medical	Education Inc.	11-24-15	11-30-15

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

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

11. SPECIAL NEEDS TUITION - 2015-2016 - DIST

Approve the following students to attend the program indicated for the 2015-2016 school year at a cost of \$21,500.00 (year):

STUDENT ID	D.O.B.	PROGRAM
8743559963	10-20-98	MOESC -Choices
9849532460	11-27-98	Coastal Learning Ctr.

Account # 11-000-100-561-80

Account # 11-000-100-566-80

Approve the following student to attend the private placement indicated for the 2015-2016 school year:

STUDENT ID	D.O.B.	CLASS	PLACE- MENT	START DATE	PRI- PUB	TUITION
3568691311	12-17-99	MID	Harbor School	12-14-15	Private	273.61 P.D.

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

**ADDENDUM:**

A1. 21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER PROGRAM (KAP) EXPANDED SUMMER PROGRAM - GRANT ACCEPTANCE – 2015-2016 – JB

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Approve the acceptance of the 21<sup>st</sup> Century Community Learning Center Program Grant for the period September 1, 2015 through August 31, 2016, in the amount of \$45,000.00.

**A2. EARLY CHILDHOOD FIVE-YEAR PROGRAM PLAN UPDATE AND BUDGET SUBMISSION**

Approve the submission of the 2016-2017 update to the 2014-2019 Preschool Program Plan and the 2016-2017 preschool budget of \$3,372,920.

**A3. PROFESSIONAL DEVELOPMENT COSTING \$150.00 OR ABOVE**

Approve attendance at the workshops as listed 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 operation of the district. The costs associated with attendance are statutorily authorized travel expenditures and are within the annual maximum travel expenditure amount to the district:

2/10	Rotondi, Jenna	What's New in Youth Adult Literature	\$245.00
2/16	Kohler Stefania	Bullying Law Update	\$150.00
2/23	Baran, Sharon	2016 NJAHPERD Annual Convention	\$150.00
	Tonne, Sean	2016 NJAHPERD Annual Convention	\$150.00
2/29	Lufrano, Dana	Use Close Reading Strategies	\$239.00

**Superintendent's Report**

<b>Personnel: A through O</b>			
<b>General: 1 through 11</b>			
<b>Addendum: A1 through A3</b>			
	Yes	No	Abstain
Bartram	X		
Clayton	X		
Donaldson	X		
Fleming	X		
Frizell	X		
Hoff	X	X- "B" only	
Ketch	X		
Moran	X	X- on General "3" only, Policy 1240,3223 and 3224 and regulations	
Ferraro	X	X- on General "3" only, Policy 3223 and 3224 and regulations	
Motion by:	Fleming		
Second by:	Bartram		
Roll Call Vote	9 in favor		
	3 opposed		
	0 absent		
	0 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, 2015 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, 2015 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-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 \$943,364.38.

**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 \$733,170.97.

**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, 2015 payroll in the amount of \$979,523.44 and the December 15, 2015 payroll in the amount of \$947,589.50.

**BS-07: CAFETERIA EQUIPMENT BID**

Request approval to acknowledge receipt of a Cafeteria Equipment bid and further, to award the bid, to Johnson's Restaurant Equipment as the apparent low bidder at a cost of \$47,000. A grant from the State of New Jersey Department of Agriculture will cover \$44,742.65 of this equipment.

**BS-08: ACCEPTANCE OF AUDIT**

RESOLVED that the annual audit for the year ended June 30, 2015 be accepted and placed on file. The audit report is included in section 2, the financial section, of the Comprehensive Annual Financial Report, and that the following corrective action plan be implemented:

**KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734**

**REGULAR MEETING MINUTES  
December 22, 2015**

Finding/Recommendation	Corrective Action	Method of Implementation	Individual Responsible	Completion Date
The Board Secretary's Report was approved with an imbalance in actual fund balances.	Fund Balance was correctly rolled over from the 2014-2015 school year to the 2015-2016 school year.	The Staff Accountant and Business Administrator will ensure all beginning balances tie to the CAFR.	Business Administrator, Staff Accountant	July 1, 2015
Several of the schools made deposits after five days of receiving the funds	The Business Administrator held mandatory Student Activity training for all parties involved to ensure funds are deposited in a timely manner	Mandatory Trainings were held for all employees involved in their Student Activity Fund.	Business Administrator, Staff Accountant	October 31, 2015

**Board Secretary's Report**

BS-02 through BS-08			
	Yes	No	Abstain
Bartram	X		
Clayton	X		
Donaldson	X		
Fleming	X		
Frizell	X		
Hoff	X		"X" on BS-08 only
Ketch	X		
Moran	X		
Ferraro	X		
Motion by:	Frizell		
Second by:	Ketch		
	9 in favor 0 opposed 0 absent 1 abstain		
Roll Call Vote	Motion carried		

**PUBLIC**

None

**MOTION ON ADJOURNMENT**

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

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

Closed the meeting at 9:08p.m.

Respectfully submitted,

  
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**Corey Lowell, SFO  
Board Secretary**

CJL/bmw  
C: Gerald North  
Administrators  
Board Members